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ABSTRACT

This guidebook is designed for use by teachers implementing a mentor-protégé job-site visitation program to help vocational students, particularly nontraditional students, understand and gain more knowledge about selected vocational fields. The first section of the guide reports on the job site visitation program implemented in the Ysleta Independent School District in El Paso, Texas, during which the materials contained in this guide were developed. Included in the guide are the following materials: a project time line, sample letters and followup letters asking businesses to provide mentors for the program, a contact review form, sample confirmation and post-visitation thank-you letters, student and business interview forms, a student information and guide sheet, student self-evaluation and visitation evaluation worksheets, a parent permission slip, and a businessperson evaluation form. The guidebook also contains copies of the thank-you notes, site visitation forms, resumes, and job applications completed by students participating in the original site visitation program conducted in the Ysleta Independent School District. (MN)

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ED256948

PROJECT REPORT

Developing a Mentor-Protege
Program

"Job-visitation Activity"

August, 1984

Ysleta Independent School District
8445 Valdespino
El Paso, Texas 79907

Mary Lou Rosales and Armenia Smith
Vocational Equity Project

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A JOB SITE VISITATION PROGRAM:
Local Employees Serve As Mentors For Vocational Students

Introduction

The vocational program of the Ysleta Independent School District field tested a job site visitation program to help vocational students, particularly nontraditional, understand and gain more knowledge about selected vocational fields. The program was called a "mentoring" program.

This type of program is relatively inexpensive and not difficult to put in place once it is organized. Teachers recommended their best students to participate; however, every effort was made to include nontraditional students, males and females, who would participate in the program.

The visitations were structured to assure that students were sufficiently informed before hand, i.e., orientation sessions, so that the student and employee could benefit from the visit (a checklist was provided to both).

This guidebook is the product of the Ysleta Equity Program. The program was initiated and field tested at Ysleta Vocational High School. Implementation of this project was funded under contract for the U.S. Department of Education, under the Discretionary Funding of Vocational Program Improvement Activities of the Texas Education Agency.

Mr. Lee Petrosky, Principal at Ysleta Vocational High School, and Jeannine McChesney, head counselor, facilitated the program in many ways. Through scheduling, allocating release time, and arranging for the student orientation and debriefing sessions, Mr. Petrosky and Ms. McChesney provided essential support for this project.

The heart of this program was the interaction between the students and the community mentors. Grateful acknowledgement is given to the 20 students and the 12 businesses who participated in this pilot program during the 1983-84 school year.

Armenia Smith
Equity Specialist
Vocational Equity Project
Ysleta Independent School District

PROJECT REPORT

Planning The Student Visitations

The initial step in planning a student "on-site" visitation was to compile a list of prospective businesses that might be willing to participate in the program. (See Appendix p. 8,9) A list was compiled from recommendations by district personnel; i.e., vocational placement coordinator, who named businesses who had a previous relationship with the Ysleta Vocational High School; i.e., members of advisory councils. (See Appendix p.10-12)

The letter shown in Appendix p. 13 was sent to each of the businesses on the mailing list along with a stamped self-addressed envelope and an acceptance form. (Appendix p. 14)

While awaiting a response from the businesses, forms were prepared as follows:

- 1) A letter of acknowledgement to be sent to businesses that respond to the initial request (Appendix p.15)
- 2) An interview form to be used during the initial visit with the business person (Appendix p. 16)
- 3) A follow-up thank you letter to be sent to the businesses within 2 days after the initial interview visit (Appendix p. 17) Or if the business site was not suitable, we waited a week or two then sent the "thanks but no thanks" letter. (Appendix p. 18)
- 4) A letter of confirmation, (Appendix p. 19) reminding the business person of the visit. This letter was mailed out one week before the visit along with a list of questions the business person should be prepared to answer for the student the day of the visit. (Appendix p. 20)

The Interview of Prospective Businesses

As the acceptance letters come in from the businesses, (we had responses from 22 out of 45 companies) the letters of acknowledgement were mailed out (Appendix p. 15). The next step was contacting each business by phone in order to set up an appointment to explain the program to the business person. The calls were made first to companies that responded to the introductory letter then to those that did not respond. A total of 38 companies were contacted by phone. In some cases several calls had to be made in order to reach the individual responsible for making decisions of this kind. There were some instances where no response was received from a particular business, not because they weren't interested in participating, but because they hadn't gotten around to it.

There were some businesses that could not participate in the program. The reasons cited for not participating were fear of students being injured because of all the machinery in the building and the problem of no insurance being available for the students either from the business or from the school district. Another problem that kept some companies from accepting was the age of the students. Anyone under 18 is not to be allowed around machinery. Other reasons for not participating were lack of business in some of the smaller companies. They felt the students wouldn't have enough to do that would hold their interest. In some instances they felt, we were calling too far in advance for them to predict how busy they would be on a given date.

In spite of the obstacles, appointments were made with 15 companies. At each interview, the employers were briefed as to the nature of the program and how it was to be carried out. During each interview an interview form was filled out (Appendix p. 16) so to insure that all points were discussed. Reactions to being interviewed varied. Some business persons were

anxious to give the interviewer a complete tour of the company. Others were extremely busy and although they were courteous, it was clear to the interviewer that it was time to leave as soon as the questions were answered.

At one point during the interviews, one employer requested that students prepare resumes from which she would choose the visitors. It was decided at that time to have all students prepare resumes to take with them on the day of the visit. (See Appendix p. 40-99)

The interviews proved to be a very useful tool in more than one way. First, they provided us the opportunity to "check out" the business site and second, talking to someone in person about the program helped put the employers at ease and as a result some companies agreed to take more than one student.

Within two days after the interview, a follow-up thank you letter was sent out to the business persons. (Appendix p. 17)

Selection Of The Student Participants

Vocational counselor, Ms. Jeannine McChesney played a very important part in identifying the students that were to participate in the program. She was provided with a list of the companies that accepted (Appendix, p. 21) and the type of student they would accept, i.e. Health Occupations, Industrial Electronics, etc. Ms. McChesney asked the vocational teachers to recommend their best nontraditional student; ex. (1 male in Health Occupations participated in the program). She finalized the list and arranged for their release time.

Setting Visitation Schedule

Prior to meeting with the students, the actual visitation days were set. It was determined that it would be easier if the visits were spread

out over a period of three days. (Tuesday, Wednesday and Thursday) The businesses were grouped according to their geographical location. The reason for this was two fold. 1) If there was a need, students could share transportation. 2) It was easier to spot check on the day of the visit if the business sites were in the same general area. (Appendix p. 22)

Although conflicts were expected when the businesses were called to tell them what date they could expect the students, we had no business request a different date.

The meeting with the students also provided them with specific information regarding the company they would visit (special clothing requirements, arrangements for transportation, lunch, directions to the business site, tips on how to act, instructions on who they should report to and making sure they each had a permission slip).

Students Orientation

Once the students were identified, a meeting with students was arranged. Prior to this meeting, a packet of forms was prepared for each student. Included in the packet were:

- 1) A student information sheet and self-evaluation worksheet (Appendix p. 23) to provide personal information about the student.
- 2) A student questionnaire to be used by the student on the day of the visit. The student was instructed to ask these questions the day of the visit. (Appendix p. 26)
- 3) A student evaluation form. This was to be filled out by the student after the visit. (Appendix p. 28)

- 4) A parent permission slip to be returned to the Vocational counselor one week before the visit. (Appendix p. 29)
- 5) A visitation verification form certifying that the student did in fact spend the day at the business site. This was to be turned in the day after the visit. (Appendix p. 30)

Visitation Day

Transportation was provided by the coordinator for eight students who needed a ride on the day of the visit. Business sites were spot checked to be sure all was going well. Students took their packet with them which included their resume and the questions they needed to ask.

Follow-up After The Visit

A meeting was held with the students one week after the visit. They had very positive feelings about the experience as can be seen by some of their comments on the student summary evaluation. (Appendix p. 31) The only negative comments were that they wished they could have stayed longer. At this session students were encouraged to write a thank you note to the business persons who spent time with them. (Appendix pp. 34-36)

In addition, a letter was sent to the businesses by the coordinator of the program, thanking them for their participation. (Appendix p. 37) Included with that letter was a very simple evaluation form for the business person to fill out and return. (Appendix pp. 38-39)

Recommendations

All in all, the pilot program went smoothly. The following are recommendations not previously mentioned for implementing a job site

visitation program:

- 1) provide insurance so that students could have a wider field of businesses from which to choose
- 2) arrange visits once in the Fall and Spring so that more students could benefit from the experience
- 3) no more than 25 students at a time should be selected.

Conclusion

As evidenced by the student and employer evaluations, the program was very successful. The students were very impressed because the business people were so generous with their time and in many instances they provided them free lunches. The business people were also impressed because they felt the students were very well prepared to be on the job site. This project provided the opportunity for business and education to complement one another.

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TIMELINE

BEFORE ACTIVITY	ACTIVITY
4-5 months	Prepare mailing list of prospective businesses.
4 months	Prepare introductory letter to prospective businesses. Include forms to be returned by business person to signify acceptance.
3 months	Mail Introductory letter.
2-3 months	Prepare an Interview form to use during initial visit.
2-3 months	Prepare guide for students and business person to know what is expected during the visit. Also permission slip and final evaluation form for business and student. After mailing: 1) contact those that did not reply (try to get appt.) 2) letter of acknowledgement to those that did reply. (Thank you for ...)
2 months	Schedule appointment to meet with business person for interview to determine if on site visitation will be a profitable experience for both parties.
1 month	When enough businesses have been selected, arrange student interviews with school counselors. Give counselors a list of businesses who are going to participate (types of jobs). Have them choose students for each. (Note: some employers may take more than one student.) Also, have students complete resumes and job application.
2 weeks	Schedule meetings with students to go over program and guidelines. Hand out permission slips. They must be returned to counselors <u>1 week</u> before visit.
1 week	Call co-op businesses to confirm appointment, then follow up with a letter. Arrange visitation days according to geographic location of business. Spread visits over a period of 3 days.
Visitation Day	Be sure all students have transportation. Spot check job sites to see if all is well.
Visitation Day	Have student report to counselor. (Turn in Check-in card) Have them fill out evaluation form and turn in.

AFTER ACTIVITY

ACTIVITY

1 week

Debriefing session with students. Have them write a thank you note to employer and fill out a final evaluation form and turn in.

1-2 weeks

Send letter to employer (Thank you), include the student letter and a final evaluation form with a self addressed stamped envelope.

2-3 weeks

Complete Project Summary Report.

INITIAL MAILING LIST

AAA Body Shop 3717 Admiral	(25)	591-4648	Ed Herrera	Auto/Mech Body
A-1 Auto Body Shop 11139 Alameda Ave.	(27)	859-3937		Auto/Mech Body
A T & T 500 Texas Room 410	(01)			
Aquarius Furniture Mfg. 2149 Kuna Loop	(07)	859-8333		Upholstery
Augat Vitek Electronics 9223 Billy the Kid	(07)	858-1064	Javier Samaniego	Electronic
Bobby Lane Glass & Uph. 6209 Montana	(25)	779-3675		Auto Upholstery
Border Machinery 1701 E. Paisano	(01)	533-7564	Bob King	Machine
Bowen Industries, Inc. 1133 Barranca	(35)	598-9100		Air Cond & Heating
Brooks Sheet Metal Works 1100 Kastrin	(07)	593-3139		Bldg. Trades
Carolina Welding 112 N. Carolina	(15)	778-0612	C.L. White	Welding
City of El Paso 7900 San Paulo	(07)	594-8612	David Livingston	Mechanics Shop
Coca-Cola Bottling Co. 11001 Gateway West	(35)	593-2653		
Courtesy Chevrolet 5915 Montana	(25)	778-3381	Bill Norton	Auto
Crawford-Johnson Contr. Inc. 3301 Weigewood Dr. #3	(25)	591-2908		Bldg. Trades
Dale Electronics, Inc. 1462 Lionel Dr.	(36)	592-3253		Elect.
Dietzgen Corporation 1160 N. Pendale	(07)	593-6035	Robert McEnroe	
Eastwood Hospital 10301 Gateway West	(25)	592-0261	Patricia McClelland	Medical

El Paso Electric Company 303 N. Oregon	(01)	543-5824	Larry Trejo	Electrical Trades
El Paso Herald Post P. O. Drawer 20	(01)	346-6100		Office Duplicating
El Paso Pipe & Supply Co. 6914 Industrial	(15)	779-4860	John Frey	Piping
Frito-Lay, Inc. 1201 Pendale	(07)	598-9503	Gene Riley	Maint Elec. Auto Rep.
GTE 10727 Gateway West	(35)	593-3400		Electronics
General Instrument Corp. 1401 Lomaland Dr.	(36)	592-5700		Quality Control
Hydra Power Systems 11201 Rojas	(35)	593-2636	Daniel Duran	Hydraulics
Innovations by Emilio 1155 Westmoreland	(25)		Emilio Ortiz	
IBM Corporation 4191 N. Mesa	(02)	546-5800	Jack Schmidt	Office Machines
Office Machines, Inc. 2727 Wyoming	(03)	772-2984	J.F. Hernandez	Office Machines
Phelps Dodge Copper Prod. 897 Hawkins	(15)	778-7546		T & I
R. E. Thomason Gen.Hosp. 4815 Alameda	(05)	544-1200		Medical
Raytheon Service Company 7201 Montana	(25)	773-7666	Cindy Sepulveda	Electronics
Rockwell International 6001 Threadgill	(24)	755-5000	Arturo Tovar	Quality Control
Royal Electric 3615 Alameda Ave.	(15)	533-3797		
Safeway Stores, Inc. 9730 Railroad Dr.	(24)	757-4000		
Saltech, Inc. 11237 Pellicano	(35)	592-7982	Donald Cline	Piping

Schnieder Masonry, Inc. 10672 Cardigan	(35)	593-8028		Masonry
Sears Automotive Sales & Svce. Cielo Vista Mall	(25)	779-1414		Auto
Sears Home App.Serv.Ctr. 3000 Durazno	(05)	544-4080	Robert Apodaca Ewell Kimbler	Appliance Repair
Smith Dodge (Airway) 1362 Airways Blvd.	(25)	772-5261	Paul Clements	Mechanical
Southwestern Homes 500 Schuster	(02)	542-1704	John Edmondson Pat Merritt	Construction
Superior Woodwork 7153 Dale Rd.	(15)	779-3727		Mill & Cabinet
3M Business Products Ctr. 2514 E. Yandell	(03)	533-4241	Walt Whitaker	Office Repair
Tonka Toys 2050 Viscount Blvd.	(25)	591-9300	Anita Rodriguez	
Tony Lama Boot Company 1137 Tony Lama Dr.	(15)	778-8311		
Trevizo Woodworks 7244 Alameda	(15)	772-0274		Mill & Cabinet
Utility Trailer Company 201 Tanton Rd.	(27)	859-7906		
Xerox Corporation 1155 Westmoreland	(25)	778-7451	Robert Cody	



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-8099
(915) 859-7971

January 16, 1984

VaV

LETTER TO BUSINESSES

Dear VbV:

The Ysleta Equity Program of the Ysleta Independent School District is implementing a model program in which we hope to link education and local business in preparing our students for the future.

Under this program, vocational students will spend a day on a worksite with a designated person. Our goal is to help students understand and gain more knowledge about the various occupations and perhaps help them make a career choice.

It is our feeling that the learning experience provided the student in the classroom can be enhanced and reinforced by a visit to a local business that is actually engaged in that trade or profession. As an El Paso business person, the YISD is seeking your help in providing an opportunity for a vocational student to see how school learning is linked to the real world.

We need volunteers in business to allow students to visit their place of business, i.e., a job site, to spend a typical day with one of the employees. Your responsibility would be limited to providing first-hand experience for one student. The student will learn about a trade or profession that is of interest to him/her, and the business people will be able to provide the school with feedback as to what kind of training they would expect prospective employees to have.

Won't you help us? For further information, please fill out the enclosed form and return it to us in the self-addressed stamped envelope by January 30. Ms. Mary Lou Rosales, mentor-protege liaison, will then contact you by phone to set a date for a visit and answer any questions.

Sincerely,

Armenia Smith
Ysleta Equity Program
Vocational Equity Project

AS/ii
Enclosure

Yes, I am interested in being a part of this worthwhile program. Please call me.

NAME: _____

NAME OF BUSINESS: _____

ADDRESS: _____

PHONE: _____

BEST TIME TO CONTACT: _____



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-0099
(915) 859-7971

FOLLOW-UP LETTER

Dear ,

Thank you for agreeing to participate in our efforts to bring the business world and the classroom closer together. You will be contacted soon by a member of our staff who will go over the details of the program.

Thanks Again!

BUSINESS/EDUCATION LIAISON

CONTACT REVIEW FORM

Name of Business _____

Address _____ Phone _____

Individual Contacted _____ Position _____

Number of Students _____

1. What is the best time for the student to visit (Day of week) _____

2. What can be seen, heard, tasted, felt, etc. that would be unique to the business and provide special experience for the student?

3. Does the business have any special exhibits, films, tapes, printed materials, etc. that could be used for instructional purposes during the visit?

4. What information about this business does the student need before the visit?

5. What special safety precautions are to be observed during the visit?

6. What arrangements should be made for lunch?

7. What special features are present at this business to make it a desirable/undesirable visitation site?



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-8099
(915) 859-7971

THANK YOU LETTER AFTER VISITATION

Dear ,

I would like to take this opportunity to thank you for taking time out of your busy schedule to assist me in arranging a student visitation at (business). I am sure you will agree this project will enhance the learning experience provided to the student in the classroom. I will be in touch within the next few weeks to make final arrangements.

Thanks Again!

Sincerely,



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-6099
(915) 859-7971

THANK YOU LETTER TO THOSE BUSINESSES
WHO WERE NOT SELECTED TO PARTICIPATE

Dear ,

Thank you very much for responding to our request for business persons to have a student visit your place of employment.

We have many more businesses accept than we had students.

Even though we do not have a student for you at this time, we would like to keep your name in our files for future programs. Thank you for your support.

Sincerely,



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-8099
(915) 859-7971

May 2, 1984

CONFIRMATION LETTER

VaV

Dear VbV,

This letter is being sent to you to confirm that on VcV, a student(s) from the Ysleta Vocational High School will be spending a day with you or another member of your staff.

We have identified what seem to be important questions that should be answered for the student(s) during their visit. The person who will be working with the student(s) should review carefully the enclosed questions. The student(s) will be responsible for getting this information during their visit.

Thank you for your cooperation. If you have any questions or concerns, please contact Armenia Smith at 859-7971, Ext. 269.

Sincerely,

Mary Lou Rosales
Business/Education Liaison

Armenia Smith
Vocational Equity Project

AS/ii
Enclosure

STUDENT/BUSINESS INTERVIEW FORM

NAME _____

In order for our student/business visitation day to go as smoothly as possible, we want you, the business person, to answer as many of the following questions with the student on the day of the visit. If possible, we would also like the student to perform a simple task related to the job some time during the visit.

- 1) What is your job title and what are your tasks and duties?
- 2) What is a typical day on the job? Do you work regular hours (8 hrs/day) or does the job require unusual time schedules? Or overtime?
- 3) What are the working conditions? Is there any danger associated with this type of work? Explain.
- 4) How did you get interested in this kind of job?
- 5) What type of formal education is required to be able to do this type of work? Does more education/training mean more pay in your job? What specific type of training is required to prepare one for this job? Where do you get this training?
- 6) Are there opportunities for advancement in your work?
- 7) What do you like best and least about your job?
- 8) Is there any special equipment needed to do this job? If so, what? Who provides it? Employer or Employee?
- 9) What kinds of people do you deal with in a normal work day? (Customers/co-workers/supervisors)
- 10) What advice do you have for others who are interested in this work?

CHECKLIST FOR
BUSINESS/VOCATIONAL FIELD

VOCATIONAL FIELDS	Raytheon	M	Southwestern Home	Airway Dodge	Dietzen Corp.	Prito-Lay	Carolina Welding	Innovations by Emilio	Courtesy Chevrolet	Tonka	Vista Hills Med. Ctr.	Aerox	Saltch
Appl. Repair													
Auto Repair			1										
Auto Body													
Auto Elec.													
Auto Front End			1										
Auto Trans.													
Bldg. Trades				1									
Cosmetology							1						
Drafting													
Elec. Trades												1	
Health Occup.								1	3				
Hydraulics													
Indus. Elec.		1											
Indus. Mach. Repair											2		
Mach. Shop									1				
Masonry			1										
Mill & Cabinet				1									
Off. Eq. Repair													
Piping Trades													
Qual. Control								1					
Ref. & A/C													
Voc. Elec.													
Welding						1							
Bldg. Maint.													
Elec. Assm.													
Hortic.													
Furn. Rep.													
VOE	2							2					
DE-Whse.				2	1								
Misc.													
Total	2	1	1	2	1	1	1	2	3	3	2	1	

BEST COPY AVAILABLE

VISITATION SCHEDULE

MAY 8TH

Mr. Walt Whitaker
Service Manager for Manny Quezada
3M Business Products
P. O. Box 3278
El Paso, Texas 79923

Ms. Pat Merritt
Southwestern Homes
500 Schuster
El Paso, Texas 79902

Mr. Bill Norton
for Thomas Balliet
Courtesy Chevrolet
5915 Montana Ave.
El Paso, Texas 79925

MAY 9TH

Mrs. Cynthia Sepulveda
Administrator
Raytheon Service Company
7201 Montana
El Paso, Texas 79925

Ms. Anita Rodriguez
Tonka Toys
9050 Viscount
El Paso, Texas 79925

Mr. Billy Wagner
& Mr. Dudley Hicks
Xerox Corporation
1155 Westmoreland
El Paso, Texas 79925

MAY 9TH

Mr. Emilio Ortiz
Innovations by Emilio
1155 Westmoreland
El Paso, Texas 79925

Mr. Paul Clements
Airway Dodge
1362 Airway Blvd.
El Paso, Texas 79925

Ms. Patricia McClelland
Vista Hills Medical Center
10301 Gateway West
El Paso, Texas 79925

MAY 10TH

Mr. Gene Riley
for Mike Donovan
Regional Manager
Frito Lay
1201 N. Pendale
El Paso, Texas 79907

Mr. Bob McEnroe
Plant Manager Dietzgen Corporation
1160 N. Pendale
El Paso, Texas 79907

Mr. Cedric White
Carolina Welding, Inc.
112 N. Carolina
El Paso, Texas 79915

Mr. Don Cline
Saltech, Inc.
11237 Pellicano
El Paso, Texas 79936

STUDENT INFORMATION FORM

STUDENT FORM FOR VISITING A BUSINESS FOR A DAY

NAME _____ DATE _____
BIRTHDATE _____ GRADE _____
PARENT/GUARDIAN _____ WORK PHONE _____
HOME ADDRESS _____ HOME PHONE _____
BUSINESS YOU WILL BE VISITING _____
CONTACT PERSON _____ DATE _____
TIME OF ARRIVAL _____ TIME OF DEPARTURE _____

1. Briefly tell why you are looking forward to visiting a business for a day.

2. Complete the attached Self-Inventory. What does this tell you about yourself?

3. Have you completed your resume?

YES _____ NO _____

Please, put your resume in your folder after you have completed it.

4. Carefully review the student/business interaction; so that, you can complete this form, you should ask questions and take notes during your visit. (This completed form should be put in your folder.)

5. On the day of the visit do the following things:

- a. To indicate an interest, be alert, ask questions.
- b. Be prompt.
- c. Be neat and clean.

- d. Dress appropriately. Do not overdress.
 - e. Be honest and frank. If you don't know something, say so.
 - f. Be conscious of posture. Don't slouch.
 - g. Be pleasant and friendly. Avoid arguments.
 - h. Be able to answer any questions regarding yourself, example; personal data, past employment, and training.
 - i. Do not criticize others.
 - j. Don't ramble, but also avoid one-word answers.
 - k. Thank the employer. Send a note to the business person after your visit.
- 6. Have the business person sign the form to verify that you spent the day at your assigned business.
 - 7. Complete the enclosed evaluation form.
 - 8. Turn your work in to your teacher.

STUDENT SELF-EVALUATION WORKSHEET

What kinds of activities do I like to do in my spare time?

Hobbies/Crafts: _____

Sports: _____

Other: _____

What kinds of activities am I good at? _____

What job skills have I gotten through my vocational program?

Rank the following working conditions, 1-very important, 5-not important

I want to work indoors	1	2	3	4	5
I want to work with people.	1	2	3	4	5
I want a job with prestige.	1	2	3	4	5
I want to travel.	1	2	3	4	5
I want to work during the day.	1	2	3	4	5
I want to work outdoors.	1	2	3	4	5
I want to work at night.	1	2	3	4	5
I want a job which provides fringe benefits such as health insurance, long vacations, sick leave.	1	2	3	4	5
I want to be able to work for an organization in which I can advance to a better job.	1	2	3	4	5
I want a job that will last for a long time.	1	2	3	4	5
I want a job in which I can work by myself most of the time.	1	2	3	4	5

STUDENT/BUSINESS INTERACTION FORM

NAME _____

The purpose of this day is to help you, the student, learn as much as possible about the job you will be observing.

1. What is the job title, tasks and duties of the person you observed?

2. What is a typical day on the job?

3. What are the working conditions?

4. How did the business person get interested in this kind of job?

5. What type of formal education is required to be able to do this type of work?

Does more education/training mean more pay in this job you observed?

What specific type of training is required to prepare one for this job?

Where did the person you observe get this training?

6. Are there opportunities for advancement?

7. What did the person you observe like best and least about their job?

8. Is there any special equipment needed to do this job? If so, what? Who provides it? Employer or Employee?

9. What kinds of people do you deal with in a normal work day?

10. What advice did the person you observe have for others interested in this job?

STUDENT EVALUATION OF VISITATION

1. Before the visit did you feel you could make a career in this field? After the visit, did your attitude change? Why?
2. What new things did you learn about this job?
3. Would the requirements of this job fit in with your lifestyle as you see it 10 years from now? 20 years? 30 years?
4. What do you see as the most satisfying part of this job?
5. What do you see as the least desirable part of this job?
6. Was this a worthwhile experience for you?
Would you recommend continuing the program?
Any suggestions?

PARENT PERMISSION SLIP

This is to certify that I (we) hereby give permission for my (our) child,
_____ to participate in the Ysleta Independent School
District High School Mentor program and to be excused from classes on
(date) _____ to spend the day at _____
with _____ to observe and participate in the normal
activities of that business.

I (we) release the Ysleta Independent School District and the personnel of
the YISD as well as the person and business listed above from responsibility
for all damages or injury that might be sustained by my (our) child other
than that resulting from gross negligence on the part of these persons.

It is understood that if for some reason participation on the part of the
student is unsatisfactory, the student may be returned to school for the
remainder of the day.

The undersigned parents and child both subscribe to the above.

Date

Student

Parent

Parent

VISITATION VERIFICATION FORM - To be completed by Business Person

_____ has spent the day visiting me on the job.

He/she arrived at _____ a.m. and left at _____ p.m. on
____/____/1984.

Signature

Comments:

Student Evaluation of Visitation

8 Males

1. Before the visit did you feel you could make a career in this field?

6 Yes 2 No

After the visit, did your attitude change?

 Yes 8 No

Why? The students commented that they felt more enthusiastic about pursuing the career.

2. What new things did you learn about this job?

1 how to be more responsible
6 gained new skills
1 potential upward mobility in the job

3. Would the requirements of this job fit in with your lifestyle as you see it? A) 10 years from now? B) 20 years? 30 years?

5 Yes 1 Yes
3 No 4 No
3 No Answer or Don't Know

4. What do you see as the most satisfying part of this job?

8 atmosphere/benefits/people

5. What do you see as least desirable part of this job?

3 physical setting (Ex. cooling and heating)
1 doing the same job, over and over
1 pressure
3 nothing

Student Evaluation of Visitation

12 Females

1. Before the visit did you feel you could make a career in this field?

2 Yes 1 No

After the visit, did your attitude change?

 Yes 12 No

Why? The students commented that they felt more enthusiastic about pursuing the career.

2. What new things did you learn about this job?

1 the job is important
9 gained new job skills (use of machines, etc.)
1 hard work but challenging
1 communication skills

3. Would the requirements of this job fit in with your lifestyle as you see it? A) 10 years from now? B) 20 years? 30 years?

<u>9</u> Yes	<u>4</u> Yes
<u>2</u> Don't know	<u>1</u> No
<u>1</u> No (marry and have kids first)	<u>7</u> No answer

4. What do you see as the most satisfying part of this job?

9 the people/on the job and customers
2 learn new things/the job
1 benefits

5. What do see as the least desirable part of this job?

3 physical conditions present at the job
3 pressure
5 people/employers and customers
1 nothing

Student Evaluation of Visitation

Female

Was this a worthwhile experience for you? All females said yes.

Would you recommend continuing the program? All females said yes.

Any suggestions? Continue on with the program, keep it a whole day instead of half a day.

Male

Was this worthwhile for you? All males said yes.

Would you recommend continuing the program? All males said yes.

Any suggestions? Should have full day to visit the company. One should try their best and ask questions and talk to the people you'll be working for.

THANK YOU LETTERS FROM STUDENTS

Mr. Sergio Ramirez

5-18-84

Hello, this is your shadow
writing to you. I'm writing
to say THANK YOU very much
for taking time out in
showing me around. I
really enjoyed myself and
I learned a lot. You really
helped me a lot to decide
my career now, seeing all
of you doing your job has
put a great influence in
my decision. I hope to do
it again sometime. Tell
Hal, Larry and Grace and
everybody else Hi, thanks
and I'm looking forward
to seeing them again.
Well again thanks for
your time.

Sincerely Yours,
Livia Camacho

38

May 18, 1984
Valito Vocational High
300 Vocational Drive
El Paso, Texas 79915

Mrs. Patricia McClelland.
Personnel Director
Hicksville Medical Center.
10301 Gateway Street
El Paso, Tex 79935

My name is Charles Penn.
I wish to thank you for the lovely time at your
establishment on 5-10-84. I thoroughly had a great time,
and would enjoy coming back to volunteer, and
maybe look for future employment.

Yours Truly,
Charles W. Penn Jr.
Health occupations.

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than ever. I am not joking.
Since I have returned from your
shop and back to my automotive class,
I have never been more enthusiastic
and more positive about automotive
mechanics than ever before. One day
in the near future I hope to work
in your shop. In the mean time
I will continue my education
in automotive Technology. Once again
I would like to thank you for letting
me visit your shop. This will be
an experience I will never forget.

Sincerely yours
Steven Raphael.

Dear Bill Leonard and
Crew at Airway Dodge:

I would like to thank you for
letting me visit your shop. I was very
impressed at how your shop is organized.
I have been to other shops and I have
never seen a shop like yours. Your
shop has been the best shop I have
visited. The people that work at your
shop are fantastic and the dispatcher
is great. Everyone that I had asked questions
always responded back with a great answer.
I was very surprised at how fast the
mechanics worked. While I was there,
I really learned what experience meant.
The shop conditions were excellent
and all of the people that work there
have great attitudes. I hope to visit
your shop again sometime during the
summer. The visit to your shop
has encouraged me to get deeper
into automotive mechanics more

May 18, 1984
 Puerto Montalvo
 El Paso, Cu

May 18, 1984

Mr. Sal Ramirez,

Hello, just writing these few lines to thank you for the day I went to visit. I hope it was as enjoyable for you as it was for me. And you do not owe anyone, need to take care they are well. Does so good. Have the honors of doing them. Could you please tell all the employees I met Hello for me. Also would you tell Rudy that I have him as my instructor just like he did. Well see you and before thank you very much and maybe we could do it again. Talk to you soon and what did you do with the blue car from yesterday?

Yours Truly,
 Elsa Garcia
 Auto Transmissions

Saltech
 11237 Pallicano
 El Paso, Texas

Dear Sal & Gloria Ramirez,

I would like to thank every single one of you, for letting me come over and participate in the school training program. I was very pleased with the company and the employees. Thank you, for all your attention and all the time you gave me to make me feel at home. This company is very nice and someday maybe I can be a part of it. I also want to thank you for being so patient and understanding with me. I really enjoyed it. It gave me an opportunity to see what the real world is really like. Being exposed to the real situation helped me decide what I really want in life. With more education, I know I can become as good a draftsman as you both are. Thank you for a wonderful day!

Sincerely,

Maria
 Maria Villanueva



YSLETA INDEPENDENT SCHOOL DISTRICT
8445 VALDESPINO STREET
EL PASO, TEXAS 79907-6099
(915) 859-7971

June 14, 1984

VaV

THANK YOU LETTER TO BUSINESSES/
WITH EVALUATION

Dear VbV:

We couldn't have done it without you! You have been an important part of a very successful program by allowing a student (or in some cases, several students) to spend a day at your place of business.

This program has provided our students with some valuable experiences that cannot be taught in a classroom. Many of the students commented that this program helped them to make the commitment necessary to continue their studies in this area so they may some day soon become a responsible employee in this line of work.

The students were not too sure of themselves at first, but those feelings soon disappeared in the midst of the friendly, warm, helpful atmosphere your employees projected.

Thanks again for the contribution you all have made to education and to these students in particular.

Sincerely,

Armenia Smith
Vocational Equity Project

Mary Lou Rosales
Business/Education Liaison

AS/11

Number of Students _____

- a. Reading?
- b. Writing?
- c. Math?
- d. Oral Communication?

[illegible]

BUSINESS PERSON EVALUATION SUMMARY

Please take a moment to answer the following questions and to make any comments or suggestions that you feel may help improve the program. There is a self-addressed stamped envelope for your convenience.

1. What is your overall view of the program?
2. What was the effect of the program on your employees?
3. What level of understanding did the students demonstrate?
4. What level of Interest and Enthusiasm did the student show?
5. At what level are the students basic skills? NO ANSWER
(Please check one for each) 1
 - a. Reading?
 - b. Writing?
 - c. Math?
 - d. Oral Communication?
6. Did we do a good job in preparing you for the visit?
7. What are your feelings about participating in a similar program in the future?
8. Changes you would suggest?

	Excellent	Good	Satisfactory	Poor	Not Able To Rate
1. What is your overall view of the program?	5	1			
2. What was the effect of the program on your employees?	2	3	1		
3. What level of understanding did the students demonstrate?	3	3			
4. What level of Interest and Enthusiasm did the student show?	5	1	1		
5. At what level are the students basic skills? NO ANSWER (Please check one for each) 1			1		
a. Reading?	1		1		2
b. Writing?	1		1		2
c. Math?	1		1		2
d. Oral Communication?	2	1	1		
6. Did we do a good job in preparing you for the visit?	5	1	1		
7. What are your feelings about participating in a similar program in the future?	4	2			

Give students credit for attending

9. Additional Comments? Enjoyed it.

STUDENT'S RESUMES

RESUME

Carol Elizabeth Bembry
3001 Woodall
El Paso, Texas 79925
(915) 598-6660

PERSONAL DATA:

Age: 16
Height: 5 ft. 6 in.
Marital status: single
Draft status: N/A

Date of birth: November 11, 1967
Weight: 125 lbs.

EDUCATION:

Eastwood High School
2430 McRae Blvd.
El Paso, Texas 79925

Graduation date: May 1985

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Flags

INTERESTS:

Cosmetician

SKILLS:

Haircutting, tinting, bleaching, manicures, sculptured nails, facials, perms, relaxers, eye tatbing, hair removal, pedicures.

WORK EXPERIENCES:

N/A

PERSONAL REFERENCES:

Sue Young
10332 Suewood
El Paso, Texas 79925
591-6908

BUSINESS REFERENCES:

Ms. Sarah Stills
Instructor-Cosmetology
300 Vocational Drive
El Paso, Texas 79915
778-5208

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APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR _____

☐ FULL TIME☐ PART TIME (HOURS AVAILABLE) _____DATE April 30, 1985

PERSONAL	NAME LAST FIRST MIDDLE INITIAL <u>MEMBRY CAROL E</u>		SOCIAL SECURITY NUMBER <u>156-65-9111</u>	DATE OF BIRTH MO. <u>11</u> DAY <u>14</u> YEAR <u>67</u>	HEIGHT <u>5'6"</u>	
	ADDRESS STREET CITY STATE ZIP CODE <u>3001 WOODMAN EL PASO TEX 79925</u>		PHONE (INCLUDE AREA CODE) ☐ DURING ☐ LIVING WITH PARENTS ☐ LIVING WITH RELATIVES ☐			
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		NUMBER OF CHILDREN <u>AS ONE</u>			
	SPOUSE'S NAME <u>NA</u>		OCCUPATION <u>NA</u>		SPOUSE'S PLACE OF EMPLOYMENT <u>NA</u>	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>NA</u>		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? <u>NONE</u>			
REFERENCES: LIST THREE, OTHER THAN RELATIVES						
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	MEANS OF TRANSPORTATION <u>NA</u>
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>WINDWOOD H.S. EL PASO, TEXAS</u>	9 ☒ 10 ☐ 11 ☐ 12 ☐	<u>1982-83</u>	<u>1983</u>	<u>ACADEMICS</u>	☒
	JUN. COLLEGE		1 ☐ 2 ☐	<u>19</u>			
	COLLEGE		1 ☐ 2 ☐ 3 ☐ 4 ☐	<u>19</u>			
	TRADE SCHOOL	<u>WINDWOOD VOCATIONAL HIGH SCHOOL</u>	1 ☒ 2 ☐	<u>1983-84</u>	<u>1985</u>	<u>Cosmetology</u>	<u>Cosmetology</u>
HIGH SCHOOL GRADE AVERAGE		COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.							

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MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: _____	LOCATION: _____	REASON FOR LEAVING _____	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK <u>MAY 1, 1984</u>		ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO		ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO	NAME <u>JOE BARRON</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY)					ADDRESS <u>2001 J. C. BARRON</u>
	ARE YOU WILLING TO TRAVEL? ☒ YES ☐ NO					CITY AND STATE <u>EL PASO, TEX</u>
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN: _____					PHONE <u>598 0366 (915)</u>

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MILITARY

MO. _____ YEAR _____	MO. _____ YEAR _____	CLASSIFICATION _____	NO. OF DEPENDENTS _____
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY) _____			

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <u>WA</u>			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
			DATE STARTED		
CITY	STATE	ZIP CODE	MO. _____ YEAR _____	DATE LEFT	SALARY
			MO. _____ YEAR _____		SUPERVISOR'S NAME
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
			DATE STARTED		
CITY	STATE	ZIP CODE	MO. _____ YEAR _____	DATE LEFT	SALARY
			MO. _____ YEAR _____		SUPERVISOR'S NAME
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
			DATE STARTED		
CITY	STATE	ZIP CODE	MO. _____ YEAR _____	DATE LEFT	SALARY
			MO. _____ YEAR _____		SUPERVISOR'S NAME

APPLICANT COMMENTS _____

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE SEP 20 1981 SIGNATURE [Signature]

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME

Ricardo Covarrubias
3285 Broadway
El Paso, Texas 79915
(915) 778-5936

PERSONAL DATA:

Age: 16 yrs.
Height: 5 ft. 8 in.
Marital status: single
Health: Excellent
Draft status: N/A

Date of birth: May 7, 1967
Weight: 148 lbs.

EDUCATION:

Riverside High School
301 Midway Drive
El Paso, Texas 79915

May 1986

EXTRACURRICULAR ACTIVITIES:

Junior achievement

INTERESTS:

Law Enforcement

SKILLS:

Business recordkeeping, math

PERSONAL REFERENCES:

Enrique Castellanos
8301 Broadway
El Paso, Texas 79915
778-1720

Raul Villa
8265 Broadway
El Paso, Texas 79915
778-4064

BUSINESS REFERENCES:

Mrs. Soria
Teacher- Bookkeeping
Riverside High School
301 Midway
El Paso, Texas 79915
778-5491

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APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR Warehouse

☐ FULL TIME PART TIME HOURS AVAILABLE!

DATE 4-30-84

NAME COVARRUBIAS		LAST RICARDO		FIRST RICARDO		MIDDLE INITIAL 		SOCIAL SECURITY NUMBER 450-47-3438		DATE OF BIRTH MO. 5 DAY 7 YEAR 67		HEIGHT 5'8"	
ADDRESS 8285		STREET BROADWAY		CITY EL PASO		STATE TEXAS		ZIP CODE 79915		WEIGHT 145			
MARRITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED													
SPOUSE'S NAME 				OCCUPATION 				SPOUSE'S PLACE OF EMPLOYMENT 				WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? 	
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS None													
REFERENCES: LIST THREE, OTHER THAN RELATIVES													
NAME CASTELLANOS, FORTUQUE		ADDRESS 8301 BROADWAY		CITY AND STATE EL PASO, TX		ZIP CODE 79915		PHONE 778-1720		MEANS OF TRANSPORTATION 			
NAME CASTELLANOS, Emma		ADDRESS 8265 BROADWAY		CITY AND STATE EL PASO, TX		ZIP CODE 79915		PHONE 778-4064		REFERRED BY: CM			
NAME CASTELLANOS, Emma		ADDRESS 8281 BROADWAY		CITY AND STATE EL PASO, TX		ZIP CODE 79915		PHONE 					

SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
HIGH SCHOOL	Riverside High School	9 10 11 12	1984	NO		
JR. COLLEGE		1 2	19			
COLLEGE		1 2 3 4	19			
TRADE SCHOOL		1 2	19			
HIGH SCHOOL GRADE AVERAGE		COLLEGE GRADE AVERAGE		SPECIAL INTERESTS AND ABILITIES		
80				Business Record Keeping		
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.						
Sports, Junior Achievement						

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY		☐ NONE		DATE: LOCATION:		REASON FOR LEAVING		PERSON TO BE CONTACTED IN CASE OF EMERGENCY		
	DATE AVAILABLE FOR WORK		ARE YOU WILLING TO WORK NIGHTS?		☐ YES ☒ NO		ARE YOU WILLING TO WORK WEEKENDS?		NAME		
			☐ YES ☒ NO				☒ YES ☐ NO		ADDRESS		
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MURDER? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY)		☐ YES ☒ NO						CITY AND STATE		
ARE YOU WILLING TO TRAVEL?		IF YES, PLEASE SPECIFY BELOW		HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED?		NA		PHONE		AREA CODE	
YES ☐		IN STATE ☐		OUT OF STATE ☐		☐ YES ☐ NO IF YES, EXPLAIN:		778 5936		77915	
NO ☒											

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MILITARY	NAME OF PRESENT OR LAST EMPLOYER NA	DATE STARTED MO. YEAR	DATE DISCHARGED MO. YEAR	NAME OF DATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	THIS APPLICANT TO EMPLOYER'S USE ONLY ☐ YES ☒ NO
	MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)						

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER NA			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
				DATE LEFT MO. YEAR		
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
				DATE LEFT MO. YEAR		
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
				DATE LEFT MO. YEAR		

APPLICANT COMMENTS _____

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE 4-30-84 SIGNATURE Ricky Cozzanelli

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

RESUME
OF
YVONNE DIAZ

PERSONAL DATA

Address: 405 Cullen
El Paso, TX 79915
Telephone: (915) 778-8052

Date of Birth: January 29, 1967
Place of Birth: El Paso, TX
SSN: 455-49-0821

EMPLOYMENT OBJECTIVE

A position as General Office Clerk with an opportunity for training, experience, and advancement

EDUCATION

Riverside High School
301 Midway Dr.
El Paso, TX 79915
(915) 778-5491
1981--Present

Ysleta Vocational High School
300 Vocational Dr.
El Paso, TX 79915
(915) 778-5208
1983--Present

Riverside Middle School
515 Vocational Dr.
El Paso, TX 79915
(915) 778-4474
1979--1981

SKILLS

Accounting
Answering Telephone
Business English
Business Math

Filing
General Business
Payroll
Typing

Calculator
10-Key Adding Machine
Typewriter

ORGANIZATIONS AND HONORS

Office Education Association
Junior Achievement
Library Club
Perfect Attendance

Vice President

1983--Present
1982--Present
1978--1979
1978--1979

REFERENCES (by permission)

Mrs. Sylvia Alvarez, VOE Coordinator
Ysleta Vocational High School
10833 Brownfield
El Paso, TX 79935
(915) 592-5010

Miss Betty Griffin, Teacher
Riverside High School
8404 North Loop, B-2
El Paso, TX 79907
(915) 591-7323

Mrs. Angela Marquez, Teacher
Riverside High School
2848 Roy Pace
El Paso, TX 79936
(915) 598-9953

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APPLICATION FOR EMPLOYMENT

POSITION APPLICANT FOR General Office Clerk

DATE April 30, 1984

☐ FULL TIME ☒ PART TIME (HOURS AVAILABLE) P.M.

PERSONAL	NAME	Diaz		Yvonne	SOCIAL SECURITY NUMBER	455-49-0821		DATE OF BIRTH	1 MO. 29 DAY 67 YEAR	HEIGHT	5'3"	WEIGHT	116																								
	ADDRESS	405 Cullen		El Paso	TX	79915																															
	MARITAL STATUS	☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED																																			
	RENTING	☐ LIVING WITH PARENTS ☒ LIVING WITH RELATIVES																																			
	PHONE (INCLUDE AREA CODE)	(915) 778-8052																																			
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS				SPOUSE'S PLACE OF EMPLOYMENT				WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE																													
REFERENCES: LIST THREE, OTHER THAN RELATIVES <table border="1"> <tr> <td>NAME</td> <td>ADDRESS</td> <td>CITY AND STATE</td> <td>ZIP CODE</td> <td>PHONE</td> <td>MEANS OF TRANSPORTATION</td> </tr> <tr> <td>Sylvia Alvarez</td> <td>10833 Brownfield</td> <td>El Paso, TX</td> <td>79935</td> <td>592-5010</td> <td>CAR</td> </tr> <tr> <td>Betty Griffing</td> <td>8404 North Loop B-2</td> <td>El Paso, TX</td> <td>79907</td> <td>591-7323</td> <td>REFERRED BY:</td> </tr> <tr> <td>Angela Marquez</td> <td>2844 Roy Pace</td> <td>El Paso, TX</td> <td>79938</td> <td>593-1764</td> <td>Sylvia Alvarez</td> </tr> </table>														NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	MEANS OF TRANSPORTATION	Sylvia Alvarez	10833 Brownfield	El Paso, TX	79935	592-5010	CAR	Betty Griffing	8404 North Loop B-2	El Paso, TX	79907	591-7323	REFERRED BY:	Angela Marquez	2844 Roy Pace	El Paso, TX	79938	593-1764	Sylvia Alvarez
NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	MEANS OF TRANSPORTATION																																
Sylvia Alvarez	10833 Brownfield	El Paso, TX	79935	592-5010	CAR																																
Betty Griffing	8404 North Loop B-2	El Paso, TX	79907	591-7323	REFERRED BY:																																
Angela Marquez	2844 Roy Pace	El Paso, TX	79938	593-1764	Sylvia Alvarez																																

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SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DO YOU GRADUATE	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	Riverside H.S. El Paso, TX	9 10 11 12	1983	Pending 1985	General Studies	
	JR. COLLEGE		1 2	19			
	COLLEGE		1 2 3 4	19			
	TRADE SCHOOL	Ysleta Vocational High School	(1) 2	1983	Pending 1985	Office Education	
HIGH SCHOOL GRADE AVERAGE		B	COLLEGE GRADE AVERAGE		SPECIAL INTERESTS AND ABILITIES		
					accounting, reading		
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.							
Office Education Association, Junior Achievement, Library Club, Perfect Attendance Award							

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MISCELLANEOUS	PREVIOUS EMPLOYMENT	DATE: NONE	LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK	JUNE 1984	ARE YOU WILLING TO WORK NIGHTS?	YES ☒ NO ☐	NAME
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?	YES ☐ NO ☒	ARE YOU WILLING TO WORK WEEKENDS?	YES ☒ NO ☐	ADDRESS
	ARE YOU WILLING TO TRAVEL?	YES ☐ NO ☒	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED?	YES ☐ NO ☒	CITY AND STATE
	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	YES ☐ NO ☒	PHONE
				858-3277 915	

MILITARY	N/A	DATE EMPLOYED	DATE ON DATE AT DISCHARGE	TYPE OF DISCHARGE	REASON FOR LEAVING	REASON FOR LEAVING
	N/A	MO. YEAR	MO. YEAR			

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐	SALARY	SUPERVISOR'S NAME
	CITY STATE ZIP CODE			DATE STARTED		
	CITY STATE ZIP CODE			MO. YEAR		
	CITY STATE ZIP CODE			DATE LEFT		
	CITY STATE ZIP CODE			MO. YEAR		
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐	SALARY	SUPERVISOR'S NAME
	CITY STATE ZIP CODE			DATE STARTED		
	CITY STATE ZIP CODE			MO. YEAR		
	CITY STATE ZIP CODE			DATE LEFT		
	CITY STATE ZIP CODE			MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING	
STREET ADDRESS			PART TIME ☐	SALARY	SUPERVISOR'S NAME	
CITY STATE ZIP CODE			DATE STARTED			
CITY STATE ZIP CODE			MO. YEAR			
CITY STATE ZIP CODE			DATE LEFT			
CITY STATE ZIP CODE			MO. YEAR			

APPLICANT COMMENTS I am Dependable, Honest, and Responsible.

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF Hired, WILL BE CAUSE FOR DISMISSAL.

DATE April 30, 1984 SIGNATURE W. J. [Signature]

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

RESUME
OF
RUTH FLORES

PERSONAL DATA

Address: 7104 Sparrow
El Paso, TX 79915
Telephone: (915) 778-1909

Place of Birth: El Paso, TX
Date of Birth: January 29, 1967
SSN: 467-53-3703

EMPLOYMENT OBJECTIVE

General Office Clerk: To be able to gain knowledge, training, experience and an opportunity for advancement.

EDUCATION

Riverside High School	301 Midway Dr., El Paso, TX	1981--Present
Ysleta Vocational High School	300 Vocational Dr., El Paso, TX	1983--Present
Riverside Jr. High School	515 Vocational Dr., El Paso, TX	1979--1981
Ascarate Elementary	7090 Alameda, El Paso, TX	1972--1979

SKILLS

Accounting
Answering Telephone
Business English
Business Math

Filing
Payroll
Typing

Calculator
10 Key Adding Machine
Typewriter
Word Processor

ORGANIZATION

Office Education Association	1983--Present
Junior Achievement	1982--Present
Athletic Trainer	1982--Present

REFERENCES (by permission)

Ms. Sylvia Alvarez, VOE Coordinator
Ysleta Vocational High School
10833 Brownfield
El Paso, TX 79935
(915) 592-5010

Miss Virginia Burney, Coach
Bel Air High School
7108 Sparrow
El Paso, TX 79915
(915) 778-0912

Mrs. Dolores Sanchez, Teacher
Riverside High School
11109 Skipper
El Paso, TX 79936
(915) 593-1533

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APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR General Office Clerk

DATE April 30, 1984

P.M.

☐ FULL TIME☒ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME LAST FIRST MIDDLE INITIAL Flores, Ruth		SOCIAL SECURITY NUMBER 467-53-3703		DATE OF BIRTH Jan. 29, 1967		HEIGHT 5'5"
	ADDRESS 7104 Sparrow Street El Paso TX 79915		MARRIAGE STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		PHONE (INCLUDE AREA CODE) (915) 778-1909		WEIGHT 122
	SPOUSE'S NAME		OCCUPATION		SPOUSE'S PLACE OF EMPLOYMENT		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?
	PAST MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS						
	REFERENCE: LIST THREE, OTHER THAN RELATIVES						
SCHOOL	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	MEANS OF TRANSPORTATION	
	Sylvia Alvarez	10833 Brownfield	El Paso, TX	79935	(915) 592-5010	car	
	Virginia Burney	7108 Sparrow	El Paso, TX	79915	(915) 778-0912	REFERRED BY: Sylvia Alvarez	
SCHOOL	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE		
	Dolores Sanchez	11109 Skipper	El Paso, TX	79936	(915) 593-1533		

SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
HIGH SCHOOL	Riverside High School, El Paso, TX	9 (10) 11 12	1983	Pending 85	General Studies	
JR. COLLEGE	--	1 2	19			
COLLEGE	--	1 2 3 4	19			
TRADE SCHOOL	Ysleta Vocational High School	1 2	1983	Pending 85	Office Education	
HIGH SCHOOL GRADE AVERAGE	COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES				
B	--	Babysitting, Bike riding, and accounting				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.						
Office Education Association (OEA), Junior Achievement, Athletic Trainer						

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY		DATE:	LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	☒ NONE				N/A	
	DATE AVAILABLE FOR WORK June, 1984		ARE YOU WILLING TO WORK NIGHTS?		ARE YOU WILLING TO WORK WEEKENDS?	NAME Luz Flores
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MURDER ANONYMOUSLY? IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY		☐ YES ☒ NO		☒ YES ☐ NO	ADDRESS 7104 Sparrow
	ARE YOU WILLING TO TRAVEL? After Graduation IF YES, PLEASE SPECIFY BELOW		HAVE YOU EVER HAD APPLICATION FOR A BOND WHICH WAS REFUSED?			CITY AND STATE El Paso, TX
YES ☐ NO ☐		IN STATE ☐ OUT OF STATE ☐		☐ YES ☒ NO IF YES, EXPLAIN	PHONE 778-1909	AREA CODE (915)

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MILITARY

N/A		DATE OF BIRTH		DATE OF DISCHARGE		TYPE OF DISCHARGE		SELECTIVE SERVICE CLASSIFICATION		DATE OF REENTRY	
N/A		MO.	YEAR	MO.	YEAR						
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)											

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER			FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
NONE			PART TIME ☐					
STREET ADDRESS			DATE STARTED					
CITY	STATE	ZIP CODE	MO.	YEAR	DATE LEFT		SALARY	
			MO.	YEAR			SUPERVISOR'S NAME	
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS			PART TIME ☐					
CITY			DATE STARTED					
STATE	ZIP CODE		MO.	YEAR	DATE LEFT		SALARY	
			MO.	YEAR			SUPERVISOR'S NAME	
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS			PART TIME ☐					
CITY			DATE STARTED					
STATE	ZIP CODE		MO.	YEAR	DATE LEFT		SALARY	
			MO.	YEAR			SUPERVISOR'S NAME	

APPLICANT COMMENTS I am honest, responsible, dependable and a hard working person.

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE April 30, 1984 SIGNATURE Ruth Flores

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

RESUME

Victor M. Flores
110 Flicker Way
El Paso, Texas 79915
(915) 778-3873

PERSONAL DATA:

Age: 17 yrs.
Height: 5 ft. 6 in.
Marital status: single
Health: good
Draft status: N/A

Date of birth: February 19, 1967
Weight: 120 lbs.

EDUCATION:

Riverside High School
301 Midway Drive
El Paso, Texas 79915

Graduation date: May 1985

INTERESTS:

Weight lifting, swimming, and baseball

SKILLS:

Typing, 40 words a min.
Favorite subjects - math and physical science

WORK EXPERIENCE:

N/A

PERSONAL REFERENCES:

Raul Delgado
108 Flicker Way
El Paso, Texas 79915
779-5327

Letty De La Cruz
113 Flicker Way
El Paso, Texas 79915
778-5138

Sandra Rodriguez
107 Little Flower
El Paso, Texas 79915
778-2788

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APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR Stocker☐ FULL TIME☒ PART TIME (HOURS AVAILABLE) _____DATE May 1, 1984

PERSONAL	NAME LAST <u>Flores</u> FIRST <u>Victor</u> MIDDLE INITIAL <u>M</u>		SOCIAL SECURITY NUMBER <u>449-37-4429</u>		DAYS OF BIRTH MO. <u>2</u> DAY <u>19</u> YEAR <u>1967</u>		HEIGHT <u>5'6"</u>	
	ADDRESS STREET <u>110 Flicker Way</u> CITY <u>EL Paso</u> STATE <u>TX</u> ZIP CODE <u>75</u>		BUYING ☐ LIVING WITH PARENTS ☒		PHONE (INCLUDE AREA CODE) <u>(915) 778-3873</u>		WEIGHT <u>120</u>	
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		RENTING ☐ LIVING WITH RELATIVES ☐		NUMBER OF CHILDREN <u>N/A</u>		AGES (BY YEAR OF BIRTH) <u>N/A</u>	
	SPOUSE'S NAME <u>N/A</u>		OCCUPATION <u>N/A</u>		SPOUSE'S PLACE OF EMPLOYMENT <u>N/A</u>		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? <u>N/A</u>	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>N/A</u>							
REFERENCES: LIST THREE, OTHER THAN RELATIVES								
NAME <u>Raul Delgado</u>		ADDRESS <u>108 Elker Wy</u>		CITY AND STATE <u>EL Paso, TX</u>		ZIP CODE <u>79915</u>	PHONE <u>779-5327</u>	MEANS OF TRANSPORTATION <u>Car</u>
NAME <u>Samela Rodriguez</u>		ADDRESS <u>102 Little Flower</u>		CITY AND STATE <u>EL Paso, TX</u>		ZIP CODE <u>79915</u>	PHONE <u>778-2288</u>	REFERRED BY <u>McChesney</u>
NAME <u>Letiy De LaCruz</u>		ADDRESS <u>113 Flicker Wy</u>		CITY AND STATE <u>EL Paso, TX</u>		ZIP CODE <u>79915</u>	PHONE <u>778-5158</u>	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>Riverside High EL Paso, TX</u>	9 10 <u>11</u> 12	<u>ATTENDING</u>	<u>PLANNED DATE 5-83</u>	<u>Basics</u>	<u>X</u>
	JR. COLLEGE						
	COLLEGE						
	TRADE SCHOOL						
	HIGH SCHOOL GRADE AVERAGE <u>80's</u>	COLLEGE GRADE AVERAGE <u>N/A</u>	SPECIAL INTERESTS AND ABILITIES <u>Typing</u>				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>N/A</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: _____ LOCATION: _____		REASON FOR LEAVING <u>N/A</u>		PERSON TO BE CONTACTED IN CASE OF EMERGENCY	
	DATE AVAILABLE FOR WORK		ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☒ NO		ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>Carmen E. Medrano</u>	
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO						ADDRESS <u>110 Flicker Way</u>	
	ARE YOU WILLING TO TRAVEL? YES ☐ NO ☒						CITY AND STATE <u>EL Paso TX</u>	
	IF YES, PLEASE SPECIFY BELOW IN STATE ☐ OUT OF STATE ☐						PHONE <u>778-3873</u>	
HAVE YOU EVER MADE APPLICATION FOR A PASSPORT WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN:								

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MILITARY

MAJOR ANNUAL ASSIGNMENT (TYPE OF ENTRY)	DATE ENTERED	DATE DISCHARGED	RANK OR RATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	DO YOU BELIEVE THIS RESUME IS HONEST?
N/A	MO. N/A YEAR	MO. N/A YEAR	N/A	N/A	N/A	☐ YES ☒ NO

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER		FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS		PART TIME ☐		
CITY	STATE	DATE STARTED	SALARY	SUPERVISOR'S NAME
ZIP CODE		MO. N/A YEAR		
NAME OF PREVIOUS EMPLOYER		FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS		PART TIME ☐		
CITY	STATE	DATE STARTED	SALARY	SUPERVISOR'S NAME
ZIP CODE		MO. N/A YEAR		
NAME OF PREVIOUS EMPLOYER		FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS		PART TIME ☐		
CITY	STATE	DATE STARTED	SALARY	SUPERVISOR'S NAME
ZIP CODE		MO. N/A YEAR		

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE May 2, 1984 SIGNATURE Victor M. T. [Signature]

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

RESUME

Elsa P. Garcia
9841 Naomi Drive
El Paso, Texas 79907
(915) 838-2652

PERSONAL DATA:

Age: 17
Height: 5 ft. 0 in.
Marital status: single
Health: excellent
Draft status: N/A

Date of birth: February 25, 1967
Weight: 105 lbs.

EDUCATION:

Ysleta High School
8600 Alameda Ave.
El Paso, Texas 79907

Graduation date: May 1985

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Modern Dance, Orchesis Club, Sancho Bro. Fan Club

INTERESTS:

Auto Mechanics, Dance (Modern)

SKILLS:

1 year of General Auto Mechanics, Change Transmission Filter Oil to Transmission and Motor Tune-up, can use a valve grinder, Air Impact Guns, Sun Machine.
2 years of Modern Dance

WORK EXPERIENCE:

N/A

REFERENCES, PERSONAL:

Luis L. Zaragoza
9771 Naomi Drive
El Paso, Texas 79927
859-3842

REFERENCES, BUSINESS:

Varner Henry, Teacher
Auto Mechanics
15055 Camino De Tierra
El Paso, Texas 79936
770-6297

Edmundo Garcia, Teacher
Auto Transmission
4707 Tredlow
El Paso, Texas 79905
532-1308

APPLICATION FOR EMPLOYMENT

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I AM APPLYING FOR Auto Mechanic☐ FULL TIME☐ PART TIME (HOURS AVAILABLE) _____DATE April 26, 1984

PERSONAL	NAME <u>Garcia</u>	DATE OF BIRTH <u>02 05 67</u>	HEIGHT <u>5'0"</u>
	ADDRESS <u>9841 Naomi Dr</u>	CITY <u>El Paso</u> STATE <u>TX</u> ZIP CODE <u>79907</u>	WEIGHT <u>105</u>
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED	SOCIAL SECURITY NUMBER <u>501-19-7386</u>	PHONE (INCLUDE AREA CODE)
	SPOUSE'S NAME <u>N/A</u>	NUMBER OF CHILDREN <u>N/A</u>	AGES (BY YEAR OF BIRTH)
	OCCUPATION <u>N/A</u>	SPOUSE'S PLACE OF EMPLOYMENT <u>N/A</u>	WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? <u>N/A</u>
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>None</u>			
REFERENCE: LIST THREE, OTHER THAN RELATIVES			
NAME <u>Edmundo Garcia</u>	ADDRESS <u>4707 Dredlow</u>	CITY AND STATE <u>El Paso Tx</u>	MEANS OF TRANSPORTATION <u>CAR</u>
NAME <u>WALTER HENRY</u>	ADDRESS <u>15055 Camino De Tierra</u>	CITY AND STATE <u>El Paso Tx</u>	REFERRED BY: <u>Father</u>
NAME <u>Luis L. Zaragoza</u>	ADDRESS <u>9771 Naomi Dr.</u>	CITY AND STATE <u>El Paso Tx</u>	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>YOLTA HIGH School El Paso Tx</u>	9 10 11 12	<u>85</u>	<u>STILL ATTEMPTING</u>		
	JR. COLLEGE		1 2	<u>86</u>			
	COLLEGE		1 2 3 4	<u>86</u>			
	TRADE SCHOOL	<u>Vocational</u>	1 2	<u>83</u>		<u>AUTO MECHANICS</u>	
	HIGH SCHOOL GRADE AVERAGE <u>A-B</u>	COLLEGE GRADE AVERAGE <u>N/A</u>	SPECIAL INTERESTS AND ABILITIES <u>N/A</u>				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>Hodendance, Orchestra (club), Sunbelt Bro. Inv. Club.</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE	DATE: _____	LOCATION: _____	REASON FOR LEAVING _____	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK _____	ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>Isaac Garcia</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, SPECIFY CHARGE (S), LOCATION(S), DATE(S), AND PENALTY ☐ YES ☒ NO				ADDRESS <u>9841 Naomi Dr.</u>
	ARE YOU WILLING TO "BOND" ☒ YES ☐ NO				CITY AND STATE <u>El Paso, Tx.</u>
	IF YES, PLEASE SPECIFY BELOW IN STATE ☒ OUT OF STATE ☐	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN: _____			PHONE <u>858-2650</u> AREA CODE <u>915</u>

MILITARY

MAJOR MILITARY ASSIGNMENT TYPE OF CREW

DATE

YEAR

MO.

YEAR

EXCHANGE

CLASSIFICATION

RESERVE ASSIGNMENT

DATE

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WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <i>N/A</i>			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE

4/26/84

SIGNATURE

Elvi Garcia

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE

INTERVIEWER

COMMENTS

76

RESUME

Hector Hernandez
972 St. Catherine
El Paso, Texas 79907
(915) 858-0542

PERSONAL DATA:

Age: 17
Height: 5 ft. 8 in.
Marital status: single
Health: good
Draft status: N/A

Date of birth: 8-21-66
Weight: 150 lbs.

EDUCATION:

Bel Air High School
731 Yarbrough
El Paso, Texas 79915

Graduation date: May 1986

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1986

EXTRACURRICULAR ACTIVITIES:

L.U.L.A.C.

INTERESTS:

Carpentry

SKILLS:

Rough framing, finish carpentry

WORK EXPERIENCE:

N/A

PERSONAL REFERENCES:

Jo Ann Lugo
548 De Vargus
El Paso, Texas 79905
778-3157

David Luevano
681 Haverhill
El Paso, Texas 79907
858-0463

BUSINESS REFERENCES:

Antonio Franco
Teacher, Building Trades
300 Vocational Drive
El Paso, Texas 79907
778-5208

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR CARPENTERS Helper

DATE April 27, 84

☐ FULL TIME

☐ PART TIME (HOURS AVAILABLE) _____

PERSONAL

NAME <u>HERNANDEZ Hector</u> LAST FIRST		MIDDLE INITIAL <u>M</u>	SOCIAL SECURITY NUMBER <u>450-33-4914</u>	DATE OF BIRTH <u>8-21-46</u>	HEIGHT <u>5'8"</u>
ADDRESS <u>972 ST. CATHERINE</u> STREET CITY STATE ZIP CODE <u>EL PASO TEXAS 79907</u>			BUYING ☐ LIVING WITH PARENTS ☒	RENTING ☐ LIVING WITH RELATIVES ☐	PHONE (INCLUDE AREA CODE) <u>(915) 858-0642</u>
MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		NUMBER OF CHILDREN _____		AGES (BY YEAR OF BIRTH) _____	
SPOUSE'S NAME _____		OCCUPATION _____		SPOUSE'S PLACE OF EMPLOYMENT _____	
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS _____				WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? _____	
REFERENCES: LIST THREE, OTHER THAN RELATIVES <u>NONE</u>					
NAME <u>Jo Ann Hugo</u>	ADDRESS <u>548 DeVargas</u>	CITY AND STATE <u>EL PASO, TEXAS</u>	ZIP CODE <u>79905</u>	PHONE <u>778-3157</u>	MEANS OF TRANSPORTATION <u>CAR</u>
NAME <u>Antonio Franco</u>	ADDRESS <u>300 Vocational Dr.</u>	CITY AND STATE <u>EL PASO, TEXAS</u>	ZIP CODE <u>79907</u>	PHONE <u>778-5208</u>	REFERRED BY: _____
NAME <u>David Luevano</u>	ADDRESS <u>681 Havze Hill</u>	CITY AND STATE <u>EL PASO, TEXAS</u>	ZIP CODE <u>79907</u>	PHONE <u>858-0463</u>	

SCHOOL

SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
HIGH SCHOOL	<u>Bel Air High School</u>	☒ 10 ☐ 11 ☐ 12	<u>Still Attending</u>	<u>Yes</u>	<u>Math</u>	☒
JR. COLLEGE		☐ 1 ☐ 2	<u>19</u>			
COLLEGE		☐ 1 ☐ 2 ☐ 3 ☐ 4	<u>19</u>			
TRADE SCHOOL	<u>Vsleta Vocational High School</u>	☐ 1 ☐ 2	<u>19</u>			
HIGH SCHOOL GRADE AVERAGE _____		COLLEGE GRADE AVERAGE _____		SPECIAL INTERESTS AND ABILITIES <u>Carpentry</u>		
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>N.A.A.A.C.</u>						

MISCELLANEOUS

PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: _____	LOCATION: _____	REASON FOR LEAVING _____	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
DATE AVAILABLE FOR WORK _____	ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☒ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>Hector Hernandez</u>	
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? ☐ YES ☒ NO				ADDRESS <u>972 ST. CATHERINE</u>	
IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY _____				CITY AND STATE <u>EL PASO TEXAS</u>	
ARE YOU WILLING TO TRAVEL? ☐ YES ☒ NO				PHONE <u>858-0642</u> (915)	
IF YES, PLEASE SPECIFY: ☐ BELOW ☐ IN STATE ☐ OUT OF STATE ☐		HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO		IF YES, EXPLAIN: _____	

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60

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MILITARY

NAME OF PRESENT OR LAST EMPLOYER <u>N.A.</u>	DATE HIRED MO. YEAR	DATE DISCHARGED MO. YEAR	NAME OR RATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	ORGANIZATION
MAJOR MILITARY ASSIGNMENT (TYPE OF CITY)						

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <u>N.A.</u>			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED		
			MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT		
			MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED		
			MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT		
			MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED		
			MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT		
			MO. YEAR		

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE April 27, 84 SIGNATURE Hector Hernandez

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE

INTERVIEWER

COMMENTS

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RESUME
OF
SYLVIA HERRERA

PERSONAL DATA

Address: 157 Durrill Rd.
El Paso, TX 79915
Telephone: (915) 778-6253
Date of Birth: October 22, 1965
Place of Birth: Juarez, Mexico
SSN: 467-23-5774

OBJECTIVE

A position as a General Office Clerk with an opportunity for training, experience and advancement

EDUCATION

Riverside High School 301 Midway Dr. El Paso, TX 79915 (915) 778-5491 1981--Present	Ysleta Vocational High School 300 Vocational Dr. El Paso, TX 79915 (915) 778-5208 1983--Present	Riverside Middle School 515 Vocational Dr. El Paso, TX 79915 (915) 778-4474 1979--1981
---	---	--

SKILLS

Accounting, answering telephone, business English, business math, filing, payroll, typing; 10-key adding machine, calculator, typewriter.

ORGANIZATIONS AND HONORS

Office Education Association (OEA)		1983--Present
Creative Writing	Secretary	1983--Present
Rangerettes		1982--1983
Spanish Spelling Bee Runner-up		1978--1979

REFERENCES (by permission)

Sylvia Alvarez, VOE Coordinator Ysleta Vocational High School 10833 Brownfield El Paso, TX 79915 (915) 592-5010	Linda Coats, English Teacher Riverside High School 4958 Round Rock El Paso, TX 79924 (915) 821-1436
Bill Whitman, Principal Cedar Grove Elementary School 218 Barker El Paso, TX 79915 (915) 778-2147	

APPLICATION FOR EMPLOYMENT

General Office Clerk

DATE April 30, 1984

P.M.

☐ FULL TIME ☒ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME Herrera, Sylvia L.		ADDRESS 157 Durrill El Paso TX 79915		SOCIAL SECURITY NUMBER	MO. OF BIRTH 10 22 65	HEIGHT 5'02"	WEIGHT 104
	MARRITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		OCCUPATION		SPOUSE'S PLACE OF EMPLOYMENT		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS Tonsillectomy							
	REFERENCES: LIST THREE, OTHER THAN RELATIVES							
	NAME Sylvia Alvarez		ADDRESS 10833 Brownfield		CITY AND STATE El Paso, TX	ZIP CODE 79935	PHONE 592-5010	MEANS OF TRANSPORTATION Automobile
	NAME Linda Coats		ADDRESS 4958 Round Rock		CITY AND STATE El Paso, TX	ZIP CODE 79924	PHONE 821-1436	REFERRED BY Sylvia Alvarez
	NAME Bill Whitman		ADDRESS 218 Barker		CITY AND STATE El Paso, TX	ZIP CODE 79915	PHONE 778-2147	VOE Coordinator

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	Riverside High School, El Paso, TX	7 10 11 12	19 83	Pending 85	General Studies	
	COLLEGE		1 2	19			
	TRADE SCHOOL	Ysleta Vocational High School, El Paso	1 2 3 4	19			
	HIGH SCHOOL GRADE AVERAGE	B	COLLEGE GRADE AVERAGE				
	SPECIAL INTERESTS AND ABILITIES Reading and Writing						
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. Spanish Spelling Bee Runner-Up, Rangerettes, Creative Writing (Secretary), Office Education Association(OEA)							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY	☒ NONE	DATE: LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK	June, 1984	ARE YOU WILLING TO WORK NIGHTS?	☒ YES ☐ NO	NAME Maria Herrera
	DATE AVAILABLE FOR WORK	June, 1984	ARE YOU WILLING TO WORK WEEKENDS?	☒ YES ☐ NO	ADDRESS 157 Durrill
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISTRIAN ANONY?				CITY AND STATE El Paso, TX
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISTRIAN ANONY?				PHONE 778-6253
	ARE YOU WILLING TO TRAVEL?				AREA CODE (915)

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MILITARY

N/A

MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)

N/A

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER		FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS		PART TIME ☐					
		DATE STARTED					
CITY	STATE	ZIP CODE	MO. YEAR	DATE LEFT	SALARY	SUPERVISOR'S NAME	
		MO. YEAR					
NAME OF PREVIOUS EMPLOYER		FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS		PART TIME ☐					
		DATE STARTED					
CITY	STATE	ZIP CODE	MO. YEAR	DATE LEFT	SALARY	SUPERVISOR'S NAME	
		MO. YEAR					
NAME OF PREVIOUS EMPLOYER		FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS		PART TIME ☐					
		DATE STARTED					
CITY	STATE	ZIP CODE	MO. YEAR	DATE LEFT	SALARY	SUPERVISOR'S NAME	
		MO. YEAR					

APPLICANT COMMENTS: I am Dependable, Honest, and Responsible.

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE: April 30, 1984 SIGNATURE: Sylvia Herrera

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE: INTERVIEWER: COMMENTS:

BEST COPY AVAILABLE

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RESUME

Carlos Montoya
7817 Monterrey
El Paso, Texas 79915
(915) 591-7944

PERSONAL DATA:

Age: 18 yrs.
Height: 5 ft. 8 in.
Marital status: single
Health: Good
Draft status: Registered

Date of birth: January 31, 1966
Weight: 165 lbs.

EDUCATION:

Bel Air High School
731 Yarbrough
El Paso, Texas 79915

Graduation date: May 1984

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1984

EXTRACURRICULAR ACTIVITIES:

Musician-play in different dance bands, High School Concert and Marching Band.
I enjoy sports, but I am especially active in music.

SKILLS:

Arcwelding-flat, horizontal, vertical and overhead (down and up hill).
Oxy-acetylene welding-flat, migwelding-flat, vertical (down hill), overhead, horizontal,
A little bit of tig welding, wrought iron fences, pipe welding-uphill, oxy-acetylene-
cutting, pipe beveler.

WORK EXPERIENCE:

I have no work experience other than the work we do in the welding shop. Several projects are done here at the school. I am a good and fast learner and a good worker.

PERSONAL REFERENCES:

Martin Gutierrez
1104 Del Rio
El Paso, Texas 79915
591-9189

Frank Jaurequi
7828 Monterrey
El Paso, Texas 79915
598-5868

BUSINESS REFERENCES:

Carlos Dominguez
Instructor-Welding
300 Vocational Drive
El Paso, Texas 79915
778-5208

APPLICATION FOR EMPLOYMENT

FOR THE APPLICATION FOR

WEINER

☐ FULL TIME

☒ PART TIME (HOURS AVAILABLE)

DATE MAY 2, 1984

PERSONAL	NAME <u>MONTAÑA CARLOS</u>		N.M.I. <u>LAST FIRST MIDDLE INITIAL</u>		SOCIAL SECURITY NUMBER <u>453-57-855</u>	DATE OF BIRTH <u>MAY 31 66</u>	HEIGHT <u>5'8"</u>	
	STREET <u>7817 MONTERREY</u>	CITY <u>EL PASO</u>	STATE <u>TX</u>	ZIP CODE <u>79915</u>	BOYING ☐ LIVING WITH PARENTS ☒	PHONE (INCLUDE AREA CODE) <u>(915) 591-7944</u>	WEIGHT <u>165</u>	
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED				NUMBER OF CHILDREN <u>N/A</u>			AGES (BY YEAR OF BIRTH)
	SPOUSE'S NAME <u>N/A</u>		OCCUPATION <u>N/A</u>		SPOUSE'S PLACE OF EMPLOYMENT <u>N/A</u>		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? <u>N/A</u>	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>N/A</u>							
NEPHEW/UNCLE LIST THREE, OTHER THAN RELATIVES								
NAME <u>MARTIN Gutierrez</u> ADDRESS <u>1104 Del Rio</u> CITY AND STATE <u>EL PASO, TX</u> ZIP CODE <u>79915</u> PHONE <u>591-9189</u> MEANS OF TRANSPORTATION <u>OWN CAR</u>								
NAME <u>CARLOS Dominguez</u> ADDRESS <u>515 BROWN</u> CITY AND STATE <u>EL PASO, TX</u> ZIP CODE <u>79927</u> PHONE <u>858-1667</u> REFERRED BY: <u>COUNSELOR</u>								
NAME <u>FRANK JAUREGUI</u> ADDRESS <u>7828 MONTERREY</u> CITY AND STATE <u>EL PASO, TX</u> ZIP CODE <u>79915</u> PHONE <u>598-5868</u>								

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>DEL RIO High School EL PASO, TX</u>	9 10 11 12	<u>8/11 ATTENDING</u>	<u>MAY 29, 1984</u>	<u>ACADEMIC</u>	<u>X</u>
	JR. COLLEGE	<u>N/A</u>	1 2	<u>IS</u>			
	COLLEGE	<u>N/A</u>	1 2 3 4	<u>IS</u>			
	TRADE SCHOOL	<u>YSLETA Vocational High School</u>	1 2	<u>IS</u>	<u>IS</u>	<u>Welding</u>	
	HIGH SCHOOL GRADE AVERAGE <u>B-C</u>	COLLEGE GRADE AVERAGE <u>N/A</u>	SPECIAL INTERESTS AND ABILITIES <u>MUSICIAN</u>				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>HIGH SCHOOL Concert & MARCHING BAND, U.O.E</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE	DATE: <u>MAY 10, 1984</u>	LOCATION: <u>N/A</u>	REASON FOR LEAVING <u>N/A</u>	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK <u>MAY 10, 1984</u>	ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>Gloria Montoya</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, PLEASE CHECK (S), LOCATION(S), DATE(S), AND PENALTY)				ADDRESS <u>7817 MONTERREY</u>
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED?				CITY AND STATE <u>EL PASO TEXAS</u>
	IN YES, PLEASE SPECIFY BELOW IN STATE ☒ OUT OF STATE ☐				PHONE <u>591-7944 (915)</u>

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MILITARY

MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)

N/A

MO.

YEAR

MO.

YEAR

CLASSIFICATION

Registered

REASON FOR LEAVING

IN

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER

N/A

STREET ADDRESS

N/A

CITY

STATE

ZIP CODE

N/A

FULL TIME ☐

YOUR DUTIES

REASON FOR LEAVING

PART TIME ☐

DATE STARTED

MO.

YEAR

DATE LEFT

MO.

YEAR

SALARY

SUPERVISOR'S NAME

NAME OF PREVIOUS EMPLOYER

N/A

STREET ADDRESS

N/A

CITY

STATE

ZIP CODE

N/A

FULL TIME ☐

YOUR DUTIES

REASON FOR LEAVING

PART TIME ☐

DATE STARTED

MO.

YEAR

DATE LEFT

MO.

YEAR

SALARY

SUPERVISOR'S NAME

NAME OF PREVIOUS EMPLOYER

N/A

STREET ADDRESS

N/A

CITY

STATE

ZIP CODE

N/A

FULL TIME ☐

YOUR DUTIES

REASON FOR LEAVING

PART TIME ☐

DATE STARTED

MO.

YEAR

DATE LEFT

MO.

YEAR

SALARY

SUPERVISOR'S NAME

APPLICANT COMMENTS

I HAVE NOT HAD ANY JOBS, BUT HAVE DONE WROUGHT IRON
 FENCES, odd jobs in welding. I AM A GOOD & FAST LEARNER AND
 ALSO A GOOD WORKER.

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDER-
 STAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE

MAY 2, 1984

SIGNATURE

Charles T. Torrey

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE

INTERVIEWER

COMMENTS

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RESUME

George A. Morelos
8701 Cathedral
El Paso, Texas 79907
(915) 858-1608

PERSONAL DATA:

Age: 18
Height: 5 ft. 7 1/2 in.
Marital status: single
Health: Good
Draft status N/A

Date of birth: April 23, 1966
Weight: 140 lbs.

EDUCATION:

Ysleta High School
8600 Alameda Ave.
El Paso, Texas 79907

Graduation date: Jan. 1985

Ysleta Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Help father in his work, father owns Morelos Construction.

INTERESTS:

Movies, play ball all sports

SKILLS:

Typewriter repair, fixing Underwood and soldering
construction, putting up petitions of walls and brick laying.

WORK EXPERIENCE:

June 1983 to August 1983 Morelos Construction
Duties - construction and labor

PERSONAL REFERENCES:

Gabino Guerrero
8702 Cathedral
El Paso, Texas 79907
(915) 859-2171

BUSINESS REFERENCES:

Robert Savedra
Teacher - Office Equipment Repair
155 Gaywood
El Paso, Texas 79915
(915) 778-2023

Jerry Martinez
8705 Cathedral
El Paso, Texas 79907
859-2618

APPLICATION FOR EMPLOYMENT

DATE 4-30-84

POSITION APPLYING FOR Office Equipment Repairman

☒ FULL TIME

☐ PART TIME HOURS AVAILABLE

PERSONAL	NAME <u>Morales</u> LAST FIRST		George MIDDLE INITIAL		A OR INITIAL INITIAL		SOCIAL SECURITY NUMBER <u>463-29-3402</u>	DATE OF BIRTH MO. <u>4</u> DAY <u>23</u> YEAR <u>66</u>	HEIGHT <u>5'7"</u>
	ADDRESS <u>5701 Cathedral</u> STREET		<u>El Paso</u> CITY		<u>TEXAS</u> STATE		<u>79907</u> ZIP CODE	BUYING ☐ LIVING WITH PARENTS ☒ PHONE (INCLUDE AREA CODE) <u>(915) 859-1609</u>	WEIGHT <u>170</u>
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED								
	SPOUSE'S NAME <u>NONE</u>		OCCUPATION _____		SPOUSE'S PLACE OF EMPLOYMENT _____		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? _____		
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>NONE</u>								
REFERENCES: LIST THREE, OTHER THAN RELATIVES									
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	MEANS OF TRANSPORTATION			
	<u>Robert Saveria</u>	<u>155 Baywood</u>	<u>El Paso Texas</u>	<u>79915</u>	<u>773-2033</u>	<u>Car</u>			
	<u>Gabino Guerrero</u>	<u>2702 Cathedral</u>	<u>El Paso Texas</u>	<u>79907</u>	<u>959-2171</u>	REFERRED BY:			
	<u>Martinez Jerry</u>	<u>2705 Cathedral</u>	<u>El Paso Texas</u>	<u>75907</u>	<u>859-2618</u>	<u>Robert Saveria</u>			

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>Ysleta High School</u>	9 10 <u>11</u> 12	10 <u>83-84</u>			
	JR. COLLEGE		1 2	10			
	COLLEGE		1 2 3 4	10			
	TRADE SCHOOL	<u>Ysleta Vocational - El Paso - Texas</u>	<u>11</u> 2	10 <u>84</u>		<u>Typewriter Repair</u>	
	HIGH SCHOOL GRADE AVERAGE	<u>B</u>	COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES			
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>NONE</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: _____	LOCATION: _____	REASON FOR LEAVING _____	PERSON TO BE CONTACTED IN CASE OF EMERGENCY	
	DATE AVAILABLE FOR WORK <u>4-30-84</u>		ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO		ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>Alicia Morales</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR Misdemeanor? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO					ADDRESS <u>5701 Cathedral</u>	
	ARE YOU WILLING TO TRAVEL? YES ☒ IF YES, PLEASE SPECIFY BELOW IN STATE ☒ OUT OF STATE ☐					CITY AND STATE <u>El Paso Texas</u>	
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN: _____					PHONE <u>859-1609</u>	
					AREA CODE <u>915</u>		

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MILITARY	NAME	DATE ENTERED	DATE DISCHARGED	RANK OR RATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	DID YOU SERVE IN A RESERVE ORGANIZATION?
	NONE	MO. YEAR	MO. YEAR				☐ YES ☒ NO
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)							
None							

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER			FULL TIME ☒		YOUR DUTIES	REASON FOR LEAVING
	Julia Morelos construction			PART TIME ☐			
	STREET ADDRESS			DATE STARTED		Labor	School
	8701 Cathedral			MO. June YEAR 83			
	CITY			DATE LEFT		SALARY	SUPERVISOR'S NAME
	EL Paso TEXAS			MO. Aug. YEAR 83			
	STATE			ZIP CODE		m	Julia Morelos
	79907						
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐		YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐			
	CITY			DATE STARTED		SALARY	SUPERVISOR'S NAME
	STATE			MO. YEAR			
DATE LEFT			MO. YEAR		SALARY	SUPERVISOR'S NAME	
ZIP CODE							
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐		YOUR DUTIES	REASON FOR LEAVING	
STREET ADDRESS			PART TIME ☐				
CITY			DATE STARTED		SALARY	SUPERVISOR'S NAME	
STATE			MO. YEAR				
DATE LEFT			MO. YEAR		SALARY	SUPERVISOR'S NAME	
ZIP CODE							

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE 4-30-94 SIGNATURE Monica A. Forst

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE INTERVIEWER COMMENTS

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RESUME

Victor Jose Olmedo
7631 North Loop #214
El Paso, Texas 79915
(915) 593-4860

PERSONAL DATA: Age: 18
Height: 5 ft. 7 in.
Marital status: single
Health: good
Draft status: N/A

Date of birth: March 19, 1966
Weight: 108 lbs.

EDUCATION: Bel Air High School
731 Yarbrough
El Paso, Texas 79915

Graduation date: May 1984

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1984

EXTRACURRICULAR ACTIVITIES: Cross-country, track, football, basketball, and
VICA (Vocational Industrial Clubs of America)

INTERESTS: Work on my car, also work on all kinds of construction work.

SKILLS: Can operate saber saw, drill press, radial arm saw, 12" and 20" planer,
combination belt and disc sander, 12" and 18" band saw, 8" joiner, miter saw,
grinder, boring machine, air paint brush, router, hand drill, screw gun (Electric
and air gun), hand joiner, hand sanders, air staple gun, hand belt sander, and
scroll saw.

WORK EXPERIENCE: June 1983 to Aug. 1983
EPPIC
3400 Missouri
El Paso, Texas 79903

DUTIES: Sold popcorn, sodas, snowcones,
hotdogs, handled money

June 1982- to Aug. 1982
CETA
3400 Missouri
El Paso, Texas 79903

Duties: Sold popcorn, snowcones, sodas
hotdogs, and handled money

PERSONAL REFERENCES: Sergio Acuna
8104 Margerat
El Paso, Texas 79907
591-7557

Braulio Torres
900 East 9th
El Paso, Texas 79901
544-8015

BUSINESS REFERENCES: Salvador Castor
Instructor- Mill & Cabinet
7209 Stiles
El Paso, Texas 79915
779-3012

John Reasoner
10149 Renfrew
El Paso, Texas 79925
592-9142

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR Cabinet maker

DATE 9/21/84

☐ FULL TIME ☐ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME <u>CIMEDO</u> <u>Victor</u> <u>J</u>		SOCIAL SECURITY NUMBER <u>757-48-5432</u>	DATE OF BIRTH <u>March 19</u> <u>1966</u>	HEIGHT <u>5-7</u>
	LAST FIRST MIDDLE INITIAL			MO. DAY YEAR	WEIGHT <u>165</u>
	ADDRESS <u>7631 North Loop #214</u> <u>El Paso</u> <u>Tx</u> <u>79915</u>		BUYING ☐ LIVING WITH PARENTS ☒ PHONE (INCLUDE AREA CODE) <u>(915) 588-4860</u>		
	CITY STATE ZIP CODE		RENTING ☐ LIVING WITH RELATIVES ☐		
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		NUMBER OF CHILDREN <u>N/A</u> AGES (BY YEAR OF BIRTH)		
SPOUSE'S NAME <u>N/A</u>		OCCUPATION	SPOUSE'S PLACE OF EMPLOYMENT		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>N/A</u>					
REFERENCES (AT LEAST THREE, OTHER THAN RELATIVES)					
	NAME <u>Salvador Pastor</u>	ADDRESS <u>7209 STILES</u>	CITY AND STATE <u>El Paso, Texas</u>	ZIP CODE <u>79915</u>	PHONE <u>779-3017</u>
	NAME <u>John Reasoner</u>	ADDRESS <u>10149 Renfrew</u>	CITY AND STATE <u>El Paso, Texas</u>	ZIP CODE <u>79925</u>	PHONE <u>592-9142</u>
	NAME <u>Sergio Acuña</u>	ADDRESS <u>8104 MacGowan</u>	CITY AND STATE <u>El Paso, Texas</u>	ZIP CODE <u>79907</u>	PHONE <u>591-7557</u>
	MEANS OF TRANSPORTATION <u>OWN</u>				
	REFERRED BY:				

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>BEL AIR H.S. El Paso, Texas</u>	9 10 11 <u>12</u>	<u>1984</u>	<u>YES</u>	<u>Academics</u>	<u>X</u>
	JR. COLLEGE		1 2	<u>19</u>			
	COLLEGE		1 2 3 4	<u>19</u>			
	TRADE SCHOOL	<u>YSLETA Vocational H.S. El Paso, Texas</u>	1 2 <u>3</u>	<u>1984</u>	<u>YES</u>	<u>Mills Cabinet</u>	<u>Completion</u>
HIGH SCHOOL GRADE AVERAGE <u>8.0</u>		COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES <u>Like to associate with people who are construction</u>				
EXTRA-CURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>Cross Country, Track Vocational Industrial Clubs of America (VICA), Superior Award For Butcher Block, Letter in Cross Country, 3rd place in district at vocational.</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK <u>Any Time</u>		ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO	NAME <u>Alacena Claudio T.</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEAMANOR? ☐ YES ☒ NO				ADDRESS <u>7631 North Loop #214</u>
	ARE YOU WILLING TO TRAVEL? ☒ YES ☐ NO				CITY AND STATE <u>El Paso, Texas</u>
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO				PHONE <u>588-4860</u> AREA CODE <u>(915)</u>

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MILITARY

NAME OF PRESENT OR LAST EMPLOYER <i>N/A</i>		DATE ENTERED MO. YEAR	DATE EXCHANGED MO. YEAR	RANK OR RATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	DO YOU BELONG TO A RESERVE ORGANIZATION? ☐ YES ☐ NO
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)							

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <i>EPPTC</i>		FULL TIME ☐		YOUR DUTIES <i>Sold sodas, Popcorn, Hotdogs, snowcones, And Handled money</i>		REASON FOR LEAVING <i>Summer Time Job</i>	
STREET ADDRESS <i>3400 MISSOURI</i>		PART TIME ☒		DATE STARTED JUNE 83 MO. YEAR		SUPERVISOR'S NAME	
CITY <i>El Paso</i>		DATE LEFT Aug. 83 MO. YEAR		SALARY <i>\$3.35</i>		SUPERVISOR'S NAME <i>IVAN BOONNEGGER</i>	
STATE <i>TEXAS</i>		ZIP CODE <i>79903</i>					
NAME OF PREVIOUS EMPLOYER <i>CETA</i>		FULL TIME ☐		YOUR DUTIES <i>Sold sodas, Popcorn, Hotdogs, snowcones, And Handled money</i>		REASON FOR LEAVING <i>Summer Time Job</i>	
STREET ADDRESS <i>3400 MISSOURI</i>		PART TIME ☒		DATE STARTED JUNE 82 MO. YEAR		SUPERVISOR'S NAME	
CITY <i>El Paso</i>		DATE LEFT Aug. 82 MO. YEAR		SALARY <i>\$3.35</i>		SUPERVISOR'S NAME <i>ANTONIO CHAVEZ</i>	
STATE <i>TEXAS</i>		ZIP CODE <i>79903</i>					
NAME OF PREVIOUS EMPLOYER <i>N/A</i>		FULL TIME ☐		YOUR DUTIES		REASON FOR LEAVING	
STREET ADDRESS		PART TIME ☐		DATE STARTED		SUPERVISOR'S NAME	
CITY		DATE LEFT		SALARY		SUPERVISOR'S NAME	
STATE		MO. YEAR					
ZIP CODE		MO. YEAR					

APPLICANT COMMENTS *I HAVE GONE TOO STATE FOR MULL & CABINET 2 YEARS ON A ROW WHICH WAS 1983 AND 1984. I ENTER CLUBS THAT INVOLVE MULL & CABINET.*

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE *April 30, 1984* SIGNATURE *Victorino Chardo*

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME
OF
CHARLES PENN

Personal Data: 5854 Nike Lane
El Paso, TX 79924
757-1118

DOB: February 15, 1964
SSN: 180-56-5732

Objective: I would like to go to college and become a child psychologist

Hobbies: Collecting coins and stamps, raising animals, and drawing

Skills: Certified in CPR, take vital signs, medical asepsis, first aid,
transporting patients, food handler's permit

Work Experience: Learning Center
7500 Alpha
El Paso, TX 79915
778-4416

Volunteer
October, 1983--present
Duties: Assist in
physical therapy with
handicapped children

McDonalds
Piedras and I-10
El Paso, TX
566-5811

March, 1984--present
Duties: Preparation of
food on grill

Cowtown Boots
11401 Gateway West
El Paso, TX 79936
593-2929

December, 1979--January, 1981
Duties: Polisher, assisted
in assembling boot

El Paso Country Club
400 Camino Real
El Paso, TX
584-1111

December, 1979--January, 1981
Duties: chef's assistant,
help in cleaning,
preparing food, stock
inventory

References: Mrs. Susan Anderson
300 Vocational Drive
El Paso, TX 79915

Mrs. Lisa Thompson
5920 Quail
El Paso, TX 79924

Mrs. Sue Vanegas
300 Vocational Drive
El Paso, TX 79915

APPLICATION FOR EMPLOYMENT

PLEASE TYPE OR PRINT FULL NAME: **NURSE-ASSISTANT IN HEALTH DEPT.** FULL TIME ☐ PART TIME HOURS AVAILABLE: ☒ DURING THE DAY OR EVENING

DATE: **11-25-84**

LAST NAME: PENN		FIRST NAME: CHARLES	MIDDLE INITIAL: WIM	SOCIAL SECURITY NUMBER: 180-56-5732	DATE OF BIRTH: MAY 2 1954	HEIGHT: 5' 7"	WEIGHT: 193
ADDRESS: 5854 NIKE LANE		CITY: EL PASO	STATE: TX	ZIP CODE: 79924	LIVING WITH PARENTS: ☐ LIVING WITH RELATIVES: ☒ (915) N/A		
MARRITAL STATUS: ☐ SINGLE ☒ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		OCCUPATION: NURSE AID		SPOUSE'S PLACE OF EMPLOYMENT: VISTA HILLS MEDICAL		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? N/A	
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS: N/A							
REFERENCES: LIST THREE, OTHER THAN RELATIVES							
NAME: MRS. SUSAN ANDERSON	ADDRESS: 300 VOCATIONAL	CITY AND STATE: EL PASO, TX	ZIP CODE: 79915	PHONE: 778-5208	VEHICLE AND TRANSPORTATION: HAVE CAR		
NAME: MRS. INA HALL	ADDRESS: 5856 NIKE LANE	CITY AND STATE: EL PASO, TX	ZIP CODE: 79924	PHONE: 778-5208	REFERRED BY: MRS. SUSAN ANDERSON		
NAME: MRS. SUE VAREGAS	ADDRESS: 300 VOCATIONAL	CITY AND STATE: EL PASO, TX	ZIP CODE: 79915	PHONE: 778-5208			

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SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED	
HIGH SCHOOL	PARKLAND HIGH EL PASO TX	9 10 11 12	1983-84	N/A	HEALTH OCCUPATIONS	☒	
JR. COLLEGE	N/A	1 2	N/A	N/A	N/A		
COLLEGE	N/A	1 2 3 4	N/A	N/A	N/A		
TRADE SCHOOL	N/A	1 2	N/A	N/A	N/A		
HIGH SCHOOL GRADE AVERAGE: C		COLLEGE GRADE AVERAGE: N/A		SPECIAL INTERESTS AND ABILITIES: CERTIFIED IN CPR AND FIRST AID			
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.: FHA - FUTURE HOMEOWNERS OF AMERICA HOSA - HEALTH OCCUPATIONS STUDENTS OF AMERICA							

PREVIOUS EMPLOYMENT WITH THIS COMPANY: ☒ NONE	DATE: N/A	REASON FOR LEAVING: N/A	PERSON TO BE CONTACTED IN CASE OF EMERGENCY:
DATE AVAILABLE FOR WORK: ANY DAY	ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO	NAME: AUDREY L DANIELS
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY): ☐ YES ☒ NO	ARE YOU WILLING TO TRAVEL? ☒ YES ☐ NO		ADDRESS: 5854 NIKE LANE
HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO		CITY AND STATE: EL PASO TEXAS	
IF YES, PLEASE SPECIFY BELOW: STATE OF TEXAS		PHONE: 757-1118 (915)	

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MILITARY	NAME	DATE OF BIRTH	DATE OF DISCHARGE	DATE OF ENTRY INTO SERVICE	DATE OF REENTRY INTO SERVICE	DATE OF REENTRY INTO SERVICE	DATE OF REENTRY INTO SERVICE
	N/A	N/A	N/A	N/A	N/A	N/A	N/A
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)							
N/A							

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	LEARNING CENTER			PART TIME ☒	ASSIST in PHYSICAL THERAPY with HANDICAPPED CHILDREN	THE PERIOD OF HELP WAS NEEDED NO LONGER.
	STREET ADDRESS			DATE STARTED		
	7500 Alpha			OCT. 93		
	CITY	STATE	ZIP CODE	DATE LEFT	SALARY	SUPERVISOR'S NAME
	EL PASO	TEXAS	79915	APRIL 94	VOLUNTEER	JEAN GONZALEZ
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY			DATE STARTED		
	STATE			MO. YEAR		
	ZIP CODE			DATE LEFT	SALARY	SUPERVISOR'S NAME
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY			DATE STARTED		
	STATE			MO. YEAR		
	ZIP CODE			DATE LEFT	SALARY	SUPERVISOR'S NAME
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY			DATE STARTED		
	STATE			MO. YEAR		
	ZIP CODE			DATE LEFT	SALARY	SUPERVISOR'S NAME

APPLICANT COMMENTS

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DATE 4-25-94 SIGNATURE Charles W. Rendon

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE INTERVIEWER COMMENTS

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RESUME

Raphael, Steven
8000 Porche
El Paso, Texas 79915
(915) 778-8527

PERSONAL DATA:

Age: 16
Height: 6 ft. 0 in.
Weight: 250 lbs
Marital status: single
Health: good

Draft status: N/A
Date of birth: July 6, 1967

EDUCATION:

Riverside High School
301 Midway Drive
El Paso, Texas 79915

Graduation date: May 1985

Ysleta Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Church Youth Group

INTERESTS:

Music, Art, Building models, Cars

SKILLS:

Rebuild carburetor, brake jobs, drum/disc, use gun machine and Vat 40.
Rebuild engines, compression test, vacuum test and cylinder leakage test.
Tune ups, oil change.

WORK EXPERIENCE:

None

PERSONAL REFERENCES:

Jimmy Smith Sr.
4013 Tenango
El Paso, Texas 79907
859-7013

Rev. Judson Blair
3816 Volcanic
El Paso, Texas 79904
755-4858

Jose Raul Garcia
8014 Broadway
El Paso, Texas 79915
772-4872

Mr. Eduardo Gaytan
300 Vocational Drive
El Paso, Texas 79915
778-5208

APPLICATION FOR EMPLOYMENT

DATE April 26, 1984POSITION APPLYING FOR Auto Mechanic☐ FULL TIME ☐ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME <u>RAPHAEL Steven A</u>			SOCIAL SECURITY NUMBER <u>467-55-4734</u>	DATE OF BIRTH <u>Jul 6 67</u>	HEIGHT <u>6'0"</u>
	LAST FIRST MIDDLE INITIAL			MO. DAY YEAR	WEIGHT <u>250 lbs</u>	
	ADDRESS <u>PO BOX EL PASO TEXAS 79915</u>			PHONE (IF CLERK, AREA CODE)		
	CITY STATE ZIP CODE			RENTING ☐ LIVING WITH RELATIVES ☐ (915) 778-8527		
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS			NUMBER OF CHILDREN		
MARRIAGE STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED						
SPOUSE'S NAME <u>N/A</u>		OCCUPATION		SPOUSE'S PLACE OF EMP. TIME		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?
REFERENCES: LIST THREE, OTHER THAN RELATIVES						
NAME <u>Jimmy Smith SR.</u>		ADDRESS <u>9013 TENANGO</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE <u>79907</u>	PHONE <u>859-7013</u>	MEANS OF TRANSPORTATION <u>Car</u>
NAME <u>Rev. Judson Blair</u>		ADDRESS <u>3816 Volcanic</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE <u>79904</u>	PHONE <u>755-4858</u>	REFERRED BY:
NAME <u>Jose Paul Garcia</u>		ADDRESS <u>8014 Broadway</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE <u>79915</u>	PHONE <u>772-4872</u>	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>Riverside High School</u>	<u>10 11 12</u>	<u>10 11 12</u>	<u>Still Attending</u>		☒
	JR. COLLEGE	<u>N/A</u>	<u>1 2</u>	<u>10</u>			
	COLLEGE	<u>N/A</u>	<u>1 2 3 4</u>	<u>10</u>			
	TRADE SCHOOL	<u>N/A</u>	<u>1 2</u>	<u>10</u>			
HIGH SCHOOL GRADE AVERAGE <u>85%</u>		COLLEGE GRADE AVERAGE <u>N/A</u>	SPECIAL INTERESTS AND ABILITIES <u>Automotive Technology</u>				
PAST CURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>CHURCH YOUTH GROUP</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NO ☐ YES		DATE: LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK <u>MAY 1985</u>		ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO	NAME <u>Manuela Diaz</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY: ☐ YES ☒ NO				ADDRESS <u>647 LA PAZ</u>
	ARE YOU WILLING TO TRAVEL? YES ☒ NO ☐		HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN:		CITY AND STATE <u>EL PASO TEXAS</u>
	IF YES, PLEASE SPECIFY BELOW IN STATE ☒ OUT OF STATE ☐				PHONE <u>591-0873</u> AREA CODE <u>915</u>

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MILITARY

MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)

MO.

YEAR

MO.

YEAR

INSURANCE

CLASSIFICATION

MILITARY ORGANIZATION

MO.

YEAR

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <i>NONE</i>			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY STATE ZIP CODE			DATE STARTED MO. YEAR	SALARY	SUPERVISOR'S NAME
			DATE LEFT MO. YEAR		

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE *Oct. 1 26, 1954* SIGNATURE *Stewart Raphael*

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME

Daniel G. Rodriguez
304 Ben Swain
El Paso, Texas 79915
(915) 779-6349

PERSONAL DATA:

Age: 16
Height: 5 ft. 8 in.
Marital status: single
Health: excellent
Draft status: N/A

Date of birth: July 20, 1967
Weight: 130 lbs.

EDUCATION:

Riverside High School
301 Midway Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Junior Achievement, Gymnastics, Journalism

INTERESTS:

Continue school and work

SKILLS:

Journalism, reporting, newspaper (school), work on yearbook of school, gymnastics.

WORK EXPERIENCE:

Summer of 1983
Industrial Uniforms
2909 Durazno
El Paso, Texas 79905

Duties: Trainee, and delivery

Summer of 1982
62 Bar
3622 E. Paisano
El Paso, Texas 79905

Duties: Custodian

PERSONAL REFERENCES:

Mrs. Jan Herron
12705 Montana
El Paso, Texas 79936
398-7095

Richard Serna
424 Kelvin
El Paso, Texas 79915
779-5193

Reyes Jacquez
420 McCarthy
El Paso, Texas 79915
775-0216

BUSINESS REFERENCES:

Chino Torres
Industrial Uniforms & 62 Bar
3622 E. Paisano
El Paso, Texas 79925
779-9630

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APPLICATION FOR EMPLOYMENT

DATE May 1, 1984

FILL IN APPROPRIATE

☐ FULL TIME☐ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME <u>RODRIGUEZ DANIEL</u>		G		SOCIAL SECURITY NUMBER	DATE OF BIRTH	HEIGHT	WEIGHT
	304 BEN SWAIN		EL PASO TEX.		79915	MOY 7 DAY 10 YEAR	5' 3"	130
	CITY		STATE		ZIP CODE	PHONE		
	CITY AND STATE		ZIP CODE		PHONE			
MARRIAGE STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED								
SPOUSE'S NAME			OCCUPATION			SPOUSE'S PLACE OF EMPLOYMENT		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>NONE</u>								
REFERENCES: LIST THREE, OTHER THAN RELATIVES								
NAME		ADDRESS		CITY AND STATE	ZIP CODE	PHONE		MEANS OF TRANSPORTATION
Mrs. Jan Herron		12705 MONTANA		EL PASO, TEX.	79936	598-7095		
NAME		ADDRESS		CITY AND STATE	ZIP CODE	PHONE		REFERENCE
Richard Serna		424 Kelvin		EL PASO, TEX.	79915	777-5193		
NAME		ADDRESS		CITY AND STATE	ZIP CODE	PHONE		
Mrs. Reyes Jaquez		420 McCarthy		EL PASO, TEX.	79915	775-0216		

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	Did YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	RIVERSIDE EL PASO, TEX.	9 10 11 12	10			
	JR. COLLEGE		1 2	10			
	COLLEGE		1 2 3 4	10			
	TRADE SCHOOL		1 2	10			
	HIGH SCHOOL GRADE AVERAGE <u>80</u>		COLLEGE GRADE AVERAGE		SPECIAL INTERESTS AND ABILITIES		
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>JUNIOR Achievement, Gymnastics, Journalism.</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☐ NONE		DATE: LOCATION:	REASON FOR LEAVING:	PERSON TO BE CONTACTED IN CASE OF EMERGENCY <u>Alfredo Rodriguez</u> <u>304 Ben Swain</u> <u>El Paso, TEX.</u> <u>779-549</u>
	DATE AVAILABLE FOR WORK	ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY ☐ YES ☒ NO				
	ARE YOU WILLING TO TRAVEL? ☒ YES ☐ NO		HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO		
	IF YES, PLEASE SPECIFY BELOW		DATE		

ESTABLISHED 1964
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MILITARY

NAME OF PRESENT OR LAST EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP CODE
Chino Terres	5622 E. PAISANO	El Paso	TEX.	79925

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP CODE	FULL TIME ☐	PART TIME ☒	DATE STARTED	DATE LEFT	YOUR DUTIES	REASON FOR LEAVING
Chino Terres	5622 E. PAISANO	El Paso	TEX.	79925			Summer	Sept.	clean bar in school	
									30 a week	

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND CORRECT. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL INQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE May 1, 1984 SIGNATURE Danny G. Rodriguez

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME

Maria Rodriguez
8147 Staghorn
El Paso, Texas 79907
(915) 598-4041

PERSONAL DATA:

Age: 17 yrs.
Height: 5 ft. 4 In.
Marital status: single
Health: Good
Draft status: N/A

Date of birth: November 2, 1966
Weight: 117 lbs.

EDUCATION:

Bel Air High School
731 Yarbrough
El Paso, Texas 79915

Graduation date: May 1985

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

INTERESTS:

Mathematics, read, exercise, meet people

SKILLS:

Build radios, understand circuits, use equipment

WORK EXPERIENCE:

N/A

PERSONAL REFERENCES:

Tim Edgerly
636 Paloma
Chaparral, N. M. 88021
824-4085

BUSINESS REFERENCES:

Larry Baron
Teacher-World History
11025 Vista del Sol
El Paso, Texas 79935
592-5934

Valentine Merchant
Instructor-Industrial Electronics
300 Vocational Drive
El Paso, Texas 79915
778-5208

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR

NA

☐ FULL TIME

☐ PART TIME (HOURS AVAILABLE)

DATE April 25, 1984

NA

PERSONAL	NAME Rodriguez, Maria		MIDDLE INITIAL		SOCIAL SECURITY NUMBER 457-53-5559	DATE OF BIRTH 4/2/66	HEIGHT 5'4"	WEIGHT 117
	ADDRESS 8147 Staghorn, El Paso, Texas		CITY STATE ZIP CODE 79907		HOUSING ☒ LIVING WITH PARENTS	PHONE (INCLUDE AREA CODE) 593-4041 715		
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED				NUMBER OF CHILDREN NA	AGES (BY YEAR OF BIRTH)		
	SPOUSE'S NAME NA		OCCUPATION NA		SPOUSE'S PLACE OF EMPLOYMENT NA		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? NA	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS Head injury							
REFERENCES (LIST THREE, OTHER THAN RELATIVES)								
	NAME Larry Baron	ADDRESS 11025 Vuelta de Sol	CITY AND STATE El Paso Texas	ZIP CODE 79935	PHONE 593-5934	MEANS OF TRANSPORTATION		
	NAME Tim Edgerly	ADDRESS 636 Paloma	CITY AND STATE Chaparral N.M.	ZIP CODE 88001	PHONE 824-4085	REFERRED BY:		
	NAME Valentine Merchant	ADDRESS	CITY AND STATE	ZIP CODE	PHONE			

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	Bel Air, El Paso, Texas	9 10 11 12	19 still attending	SS	NA	
	JR. COLLEGE	NA	1 2	19			
	COLLEGE	NA	1 2 3 4	19			
	TRADE SCHOOL	Isleta Vocational	1 2	19			
	HIGH SCHOOL GRADE AVERAGE	COLLEGE GRADE AVERAGE NA	SPECIAL INTERESTS AND ABILITIES				
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. VICA							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: LOCATION: NA	REASON FOR LEAVING NA	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK NA	ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☒ NO NA	ARE YOU WILLING TO WORK WEEKENDS? ☐ YES ☒ NO NA		NAME NA
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO				ADDRESS NA
	ARE YOU WILLING TO TRAVEL? YES ☐ NO ☒ NA		HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO		CITY AND STATE NA
	IF YES, PLEASE SPECIFY BELOW IN STATE ☐ OUT OF STATE ☐ NA		IF YES, EXPLAIN: NA		PHONE NA AREA CODE NA

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MILITARY	DATE ENTERED	DATE DISCHARGED	RANK OR RATE AT DISCHARGE	TYPE OF SERVICE	SELECTIVE SERVICE CLASSIFICATION	DO YOU BELONG TO A RESERVE ORGANIZATION?
	MO. YEAR	MO. YEAR				☐ YES ☐ NO
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)						

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY STATE ZIP CODE			DATE STARTED		
				MO. YEAR		
				DATE LEFT	SALARY	SUPERVISOR'S NAME
				MO. YEAR		
	NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
	STREET ADDRESS			PART TIME ☐		
	CITY STATE ZIP CODE			DATE STARTED		
				MO. YEAR		
				DATE LEFT	SALARY	SUPERVISOR'S NAME
				MO. YEAR		
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING	
STREET ADDRESS			PART TIME ☐			
CITY STATE ZIP CODE			DATE STARTED			
			MO. YEAR			
			DATE LEFT	SALARY	SUPERVISOR'S NAME	
			MO. YEAR			

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APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE May 2, 1984 SIGNATURE [Signature]

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME

Sylvia Salmeron
115 Palla Place
El Paso, Texas 79907
(915) 859-8728

PERSONAL DATA:

Age: 17
Height: 5 ft. 1 in.
Marital status: single
Health: excellent
Draft status: N/A

Date of birth: February 28, 1967
Weight: 125 lbs

EDUCATION:

Ysleta High School
5800 Alameda Ave.
El Paso, Texas 79907

Graduation date: May 1985

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1985

EXTRACURRICULAR ACTIVITIES:

Swimming and computer programming

INTERESTS:

Industrial electronics, and expanding interests in computer programming

SKILLS:

Soldering, wiring, checking components, resolving problems in electronics

WORK EXPERIENCE:

Pavo Recreational Swimming Pool
9301 Alameda Ave
El Paso, Texas 79907

Rio Grande River
Volunteer Guard (Swimming)
Supervisor Arthur Datnoff
July 1983

Volunteer Work at:
Del Norte Heights Center, Supervisor Mr. Wayne Summer of 1981,
Pavo Real Recreation Center, Instructor Blanca Delgado Summer of 1982,
Swimming Team at Ysleta High School, Supervisor Manny Ruiz 1980 to present date.
Duties: working with kids, teach swimming, play games and obey rules.

PERSONAL REFERENCES:

Victor Burciaga
212 Darius
El Paso, Texas 79907
859-8763

BUSINESS REFERENCES:

Val Merchant, Teacher
5621 Dearborne
El Paso, Texas 79924
821-5503

APPLICATION FOR EMPLOYMENT

DATE April 27 1984POSITION APPLYING FOR Electronics Tech☐ FULL TIME☐ PART TIME (HOURS AVAILABLE) _____

PERSONAL	NAME <u>Salmeron</u>		<u>Lydia</u>		SOCIAL SECURITY NUMBER	DATE OF BIRTH	HEIGHT	WEIGHT
	LAST FIRST MIDDLE INITIAL		ADDRESS		459-51-6487	MO. <u>2</u> DAY <u>28</u> YEAR <u>67</u>	<u>5'1"</u>	<u>125</u>
	CITY STATE ZIP CODE		CITY STATE ZIP CODE		RENTING ☐ LIVING WITH PARENTS ☒ PHONE (AREA CODE) NUMBER		LIVING WITH RELATIVES ☐ (415) 859-8728	
	MARRITAL STATUS		SPOUSE'S NAME		OCCUPATION		SPOUSE'S PLACE OF EMPLOYMENT	
	☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED							
INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS								
NONE								
REFERENCES, LIST THREE, OTHER THAN RELATIVES								
NAME		ADDRESS		CITY AND STATE		PHONE		MEANS OF TRANSPORTATION
VAL Merchant		3601 Dearborne		El Paso TEX.		799-77 821-5503		TRUCK
Blanca Salmeron		212 Darius		El Paso TEX.		799-07 859-8763		FRIENDS + RELATIVES
NAME		ADDRESS		CITY AND STATE		PHONE		

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	Ysleta High School El Paso TEXAS	9 ☒ 11 12	19			
	JR. COLLEGE		1 2	19			
	COLLEGE		1 2 3 4	19			
	TRADE SCHOOL	Ysleta Vocational High School El Paso TEX	0 2	19			
HIGH SCHOOL GRADE AVERAGE		COLLEGE GRADE AVERAGE		SPECIAL INTERESTS AND ABILITIES			
				Swimming, Hunting, EPPAND ASA Tech.			
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.							
Swim Team							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY		DATE: LOCATION:		REASON FOR LEAVING		PERSON TO BE CONTACTED IN CASE OF EMERGENCY	
	☒ NONE						NAME	
	DATE AVAILABLE FOR WORK		ARE YOU WILLING TO WORK NIGHTS?		ARE YOU WILLING TO WORK WEEKENDS?		ADDRESS	
	MAY 3 1984		☒ YES ☐ NO		☒ YES ☐ NO		115 Palla	
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY NAME, LOCATION(S), DATE(S), AND PENALTY)		☐ YES ☒ NO				CITY AND STATE	
ARE YOU WILLING TO TRAVEL?		HAVE YOU EVER MADE APPLICATION FOR A HONOR WHICH WAS REFUSED?				PHONE		
YES ☒ NO ☐		☐ YES ☒ NO				859-8728 (415)		
IF YES, PLEASE SPECIFY BELOW								
IN STATE ☐								
OUT OF STATE ☒								

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MILITARY	N/A	VI AD	VI AD	DATE OF EXPIRATION	CLASSIFICATION	DATE OF EXPIRATION
	MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)					

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER Paso Real Swim Pool Summer Instructor			FULL TIME ☐ PART TIME ☒		YOUR DUTIES Working with kids teaching the how to swim		REASON FOR LEAVING Summer ended	
	STREET ADDRESS 9301 Alameda			DATE STARTED					
	CITY STATE ZIP CODE El Paso TEX 79907			DATE LEFT June 1983		SALARY \$3.45		SUPERVISOR'S NAME Ivan Boanegra	
WORK HISTORY	NAME OF PREVIOUS EMPLOYER Del Norte Heights Center Volunteer			FULL TIME ☐ PART TIME ☒		YOUR DUTIES Working with kids teaching them how to play different games		REASON FOR LEAVING Summer ended	
	STREET ADDRESS 1800 Winslow Rd.			DATE STARTED June 1981					
	CITY STATE ZIP CODE El Paso TEX 79907			DATE LEFT		SALARY None		SUPERVISOR'S NAME Mr. Willye	
WORK HISTORY	NAME OF PREVIOUS EMPLOYER Vista High School Swim Team volunteer			FULL TIME ☒ PART TIME ☐		YOUR DUTIES Teaching students from ages 14 to 16. The new members		REASON FOR LEAVING Attending school	
	STREET ADDRESS 8600 Alameda Ave			DATE STARTED Sept 1980					
	CITY STATE ZIP CODE El Paso TEX 79907			DATE LEFT		SALARY None		SUPERVISOR'S NAME Manny Ruiz	

APPLICANT COMMENTS: Responsible, willing to work, willing to contribute extra time of my own to help others

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE April 27 1984 SIGNATURE Sylvia Salmeron

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

RESUME

Michael Daniel Trevino
11108 Pink Coral
El Paso, Texas 79936
915-591-2282

Personal Data:

Age: 16
Height: 6'2"
Marital Status: single
Health: Excellent

Date of Birth: 5-9-67
Weight: 185 lb.

Education:

J. M. Hanks High School
El Paso, Texas

Skills: Can operate drill press, buffer/grinder, bandsaw, Rockwell Hardness Tester. Can use inside, outside and specialty (Multi-Anvil, Blade, Disc) micrometers, Dial and Vernier calipers, many gauges and precision measuring equipment as well as layout equipment. Can read basic blueprints. Have done soldering and brazing.

Work Experience: 4-84 to Present, El Paso Herald Post, P. O. Box 20, El Paso, Texas 79999. Newspaper carrier. Deliver Herald Post and Sunday El Paso Times.

References: Ann McEnroe, 1510 Mescalero, Apt. 21, El Paso, Texas
775-1121

Jose Rodriguez, 855 Mont Blanc, El Paso, Texas. 858-0112.

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APPLICATION FOR EMPLOYMENT

DATE

1/3/84

Please Print, Add: Birth Date

☐ FULL TIME☐ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME: <i>Perino</i> LAST FIRST MIDDLE INITIAL	<i>Mike</i> FIRST MIDDLE INITIAL	SOCIAL SECURITY NUMBER <i>761-53-8945</i>	DATE OF BIRTH MO. DAY YEAR <i>5 9 67</i>	HEIGHT <i>5'7"</i>
	ADDRESS <i>1108 Pink Coral</i> STREET CITY STATE ZIP CODE	<i>El Paso TX 7993</i> CITY STATE ZIP CODE	HOUSING ☐ LIVING WITH PARENTS ☒ PHONE (INCLUDE AREA CODE) DENTING ☐ LIVING WITH RELATIVES ☐ <i>(915) 591-2282</i>	NUMBER OF CHILDREN AGES (BY YEAR OF BIRTH)	
	MARRIAGE STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?		
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS				
SCHOOL	REFERENCED LIST THREE, OTHER THAN RELATIVES				
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE
	<i>Ann McEnroe</i>	<i>1510 Mexalero</i>	<i>El Paso TX</i>	<i>79925</i>	<i>725-1121</i>
	NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE
<i>Jose Rodriguez</i>	<i>855 Mont Blanc</i>	<i>El Paso TX</i>		<i>858-0112</i>	
NAME	ADDRESS	CITY AND STATE	ZIP CODE	PHONE	
<i>Cely Martinez</i>	<i>785 Gandy</i>	<i>El Paso TX</i>		<i>778-7809</i>	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<i>J.M. Hanks El Paso TX</i>	9 10 11 12	<i>1984</i>	<i>n/a</i>	<i>Gen. Study</i>	
	JR. COLLEGE		1 2	<i>19</i>			
	COLLEGE		1 2 3 4	<i>19</i>			
	TRADE SCHOOL	<i>Yesta Vocational</i>	<i>10 2</i>	<i>1984</i>		<i>Quality Control</i>	
	HIGH SCHOOL GRADE AVERAGE	COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES				
<i>80</i>							
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.							
<i>V.I.C.A.</i>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☐ NONE	DATE: LOCATION:	REASON FOR LEAVING	PURSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK	ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☐ NO	ARE YOU WILLING TO WORK WEEKENDS? ☐ YES ☐ NO	NAME <i>Nancy Toivola</i>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☐ NO			ADDRESS <i>1108 Pink Coral</i>
	ARE YOU WILLING TO TRAVEL? YES ☐ NO ☒ IF YES, PLEASE SPECIFY BELOW			CITY AND STATE <i>El Paso TX</i>
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN:			PHONE <i>591-2282</i> AND A CODE <i>915</i>
	IN STATE ☐ OUT OF STATE ☐			

MILITARY

MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER <i>EL Paso Herald Post</i>			FULL TIME ☒	YOUR DUTIES <i>Newspaper Carrier</i>	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY <i>EL Paso</i>	STATE <i>TX</i>	ZIP CODE <i>79499</i>	DATE STARTED MO. <i>4</i> YEAR <i>84</i>		
			DATE LEFT MO. YEAR	SALARY <i>\$140. month</i>	SUPERVISOR'S NAME
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED MO. YEAR		
			DATE LEFT MO. YEAR	SALARY	SUPERVISOR'S NAME
NAME OF PREVIOUS EMPLOYER			FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS			PART TIME ☐		
CITY	STATE	ZIP CODE	DATE STARTED MO. YEAR		
			DATE LEFT MO. YEAR	SALARY	SUPERVISOR'S NAME

APPLICANT COMMENTS

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE

4/3/84

SIGNATURE

M. A. Trivette

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INTERVIEW DATE

INTERVIEWER

COMMENTS

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RESUME
of
Patricia Villalva

PERSONAL DATA: Patricia Villalva
1710 Paul Moran
El Paso, TX 79936
(915) 598-4972
D.O.B. 9-9-65
S.S.N. 450-57-7420

OBJECTIVE: I would like to persue a career in mental health.

EDUCATION: J.M. Hanks High School
2001 Lee Trevino
El Paso, TX 79936
GRADUATION DATE: May, 1984
Ysleta Vocational High School
300 Vocational Dr.
El Paso, TX 79915
COURSE: Health Occupations

EXTRA CURRICULAR: Health Occupation Student Assn., Reporter
J.M. Hanks Flag Corp
J.M. Hanks Key Club

SKILLS: Basic nurses aide skills. Take vital signs, certified for cardiopulmonary resuscitation, transport patients, medical asepsis, understand basic medical terminology.

WORK EXPERIENCE: Ysleta Learning Center
7500 Alpha
El Paso, TX 79915
(915) 778-4416
DUTIES: Occupational therapist aide and teacher's aide.
DATES: 10/83 to present

REFERENCES: Susan Anderson
Health Occupation Coordinator
Ysleta Vocational High School
300 Vocational Dr.
El Paso, TX 79915
(915) 778-5208
Antonio Ramirez
Vocational Counselor
J.M. Hanks High School
2001 Lee Trevino
El Paso, TX 79936
(915) 593-7335

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR nurses' assistant in health Dept. DATE: 4:00 p.m. - 10:00 p.m.
☒ FULL TIME ☐ PART TIME (HOURS AVAILABLE)

PERSONAL	NAME LAST FIRST MIDDLE INITIAL <u>Pillalva Patricia J.</u>		SOCIAL SECURITY NUMBER <u>450-57-7420</u>	DATE OF BIRTH MO. <u>9</u> DAY <u>9</u> YEAR <u>1966</u>	HEIGHT <u>4'11"</u>	
	ADDRESS STREET CITY STATE ZIP CODE <u>1710 Paul Moran El Paso Texas 79936</u>		BUYING ☐ LIVING WITH PARENTS ☒ RENTING ☐ LIVING WITH RELATIVES ☐ PHONE (INCLUDE AREA CODE) <u>(915) 598-4972</u>		WEIGHT <u>109</u>	
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		NUMBER OF CHILDREN <u>N/A</u>		AGE (BY YEAR OF BIRTH)	
	SPOUSE'S NAME <u>N/A</u>		OCCUPATION <u>N/A</u>	SPOUSE'S PLACE OF EMPLOYMENT <u>N/A</u>	WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? <u>N/A</u>	
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>None</u>					
REFERENCES: LIST THREE, OTHER THAN RELATIVES						
	NAME <u>Susan Anderson</u>	ADDRESS <u>300 Vocational</u>	CITY AND STATE <u>El Paso TX</u>	ZIP CODE <u>79915</u>	PHONE <u>778-5208</u>	MEANS OF TRANSPORTATION <u>Car</u>
	NAME <u>Antonio Ramirez</u>	ADDRESS <u>2001 Lee Trevino</u>	CITY AND STATE <u>El Paso TX</u>	ZIP CODE <u>79936</u>	PHONE <u>593-7335</u>	REFERRED BY: <u>Susan</u>
	NAME <u>Ricardo Briceño</u>	ADDRESS <u>8152 Josephine</u>	CITY AND STATE <u>El Paso TX</u>	ZIP CODE <u>79907</u>	PHONE <u>854-9882</u>	<u>anderson</u>

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>Hanks High School</u>	9 10 11 12 <u>11</u>	<u>83-84</u>	<u>NO-1985</u>	<u>Health care</u>	<u>X</u>
	JR. COLLEGE	<u>N/A</u>	1 2	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	COLLEGE	<u>N/A</u>	1 2 3 4	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	TRADE SCHOOL	<u>N/A</u>	1 2	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>
	HIGH SCHOOL GRADE AVERAGE <u>B</u>	COLLEGE GRADE AVERAGE <u>N/A</u>	SPECIAL INTERESTS AND ABILITIES <u>Certified for CPR and Nursing</u>		<u>N/A</u>		
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>HANKS High school Key Club, Reporter for Hosa.</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE	DATE: <u>N/A</u>	REASON FOR LEAVING <u>N/A</u>	PERSON TO BE CONTACTED IN CASE OF EMERGENCY ☒
	DATE AVAILABLE FOR WORK	ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☒ NO	ARE YOU WILLING TO WORK WEEKENDS? ☐ YES ☒ NO	NAME <u>Yolanda Helterbrand</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO			ADDRESS <u>1710 Paul Moran</u>
	ARE YOU WILLING TO TRAVEL? YES ☒ NO ☐	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO		CITY AND STATE <u>El Paso Texas</u>
	IF YES, PLEASE SPECIFY BELOW IN STATE ☒ OUT OF STATE ☐	IF YES, EXPLAIN:		PHONE <u>(915) 598-4972</u>

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MILITARY	N/A	MO. N/A	YEAR N/A	DATE OF DISCHARGE N/A	TYPE OF DISCHARGE N/A	SELECTIVE SERVICE CLASSIFICATION N/A	DO YOU BELONG TO A RESERVE ORGANIZATION? ☐ YES ☒ NO
	MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY) N/A						

WORK HISTORY	NAME OF PRESENT OR LAST EMPLOYER Ysleta Learning Center			FULL TIME ☐	YOUR DUTIES Volunteer teachers aid occ. Therapy aid	REASON FOR LEAVING Present	
	STREET ADDRESS 7500 Alpha			PART TIME ☒			
	CITY El Paso	STATE Texas	ZIP CODE 79915	DATE STARTED MO. 10/83	DATE LEFT MO. Present YEAR	SALARY None	SUPERVISOR'S NAME Gene Gonzalez
	NAME OF PREVIOUS EMPLOYER N/A			FULL TIME ☐	YOUR DUTIES N/A	REASON FOR LEAVING N/A	
	STREET ADDRESS N/A			PART TIME ☐			
	CITY N/A	STATE N/A	ZIP CODE N/A	DATE STARTED MO. N/A YEAR	DATE LEFT MO. N/A YEAR	SALARY N/A	SUPERVISOR'S NAME N/A
	NAME OF PREVIOUS EMPLOYER N/A			FULL TIME ☐	YOUR DUTIES N/A	REASON FOR LEAVING N/A	
	STREET ADDRESS N/A			PART TIME ☐			
	CITY N/A	STATE N/A	ZIP CODE N/A	DATE STARTED MO. N/A YEAR	DATE LEFT MO. N/A YEAR	SALARY N/A	SUPERVISOR'S NAME N/A

APPLICANT COMMENTS: N/A

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE May 3, 1984 SIGNATURE Patricia Villalva

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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RESUME

Maria Villanueva
134 Candelaria
El Paso, Texas 79907
(915) 859-2765

PERSONAL DATA:

Age: 16
Height: 5 ft. 6"
Marital status: single
Health: good

Date of birth: May 11, 1967
Weight: 112 lbs.

EDUCATION:

Ysleta High School
8600 Alameda Ave.
El Paso, Texas 79907

Graduation date: May 1986

Vocational High School
300 Vocational Drive
El Paso, Texas 79915

Graduation date: May 1986

EXTRACURRICULAR ACTIVITIES:

INTERESTS:

Architectural, Mechanical, and Fashion Designing

SKILLS:

Basic Drafting (including printing, auxiliary views, descriptive geometry, and mechanical drawing)

WORK EXPERIENCE:

CETA summer recreation program

Duties: Recreation duties under the supervision of Mr. Bustamante
Take care of children
Take care of materials and make sure it was returned

PERSONAL REFERENCES:

Reyes Vega
497 Yarbrough
El Paso, Texas 79915
779-8772

Sandra Castruita
148 Dixon
El Paso, Texas 79907
859-4770

BUSINESS REFERENCES:

Dan Rodela
Drafting Teacher
300 Vocational Drive
El Paso, Texas 79915

APPLICATION FOR EMPLOYMENT

DATE 7-25-89

POSITION APPLIED FOR DRAFTER

☐ FULL TIME

☒ PART TIME (HOURS AVAILABLE) 12 HRS WEEKLY

PERSONAL	NAME <u>VICTORIA ANITA</u>		MIDDLE INITIAL <u>A</u>		SOCIAL SECURITY NUMBER <u>452-52-1217</u>	DATE OF BIRTH <u>MO: 1 DAY: 11 YEAR: 1961</u>	HEIGHT <u>5' 10"</u>
	ADDRESS <u>121 CANDELARIA</u>		CITY <u>EL PASO</u>	STATE <u>TEXAS</u>	ZIP CODE <u>79907</u>	BUYING ☐ LIVING WITH PARENTS ☒ PHONE (INCLUDE AREA CODE) <u>915-754-2765</u>	WEIGHT <u>125 LBS</u>
	MARITAL STATUS ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED				RENTING ☐ LIVING WITH RELATIVES ☐	NUMBER OF CHILDREN <u>0</u> AGES (BY YEAR OF BIRTH)	
	SPOUSE'S NAME <u>BOB</u>		OCCUPATION		SPOUSE'S PLACE OF EMPLOYMENT		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE?
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS <u>NONE</u>						
REFERENCES: LIST THREE, OTHER THAN RELATIVES							
	NAME <u>RENE VEGA</u>	ADDRESS <u>197 YARBROUGH</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE	PHONE <u>794-8772</u>	MEANS OF TRANSPORTATION <u>CAR</u>	
	NAME <u>SANDRA CASTILLO</u>	ADDRESS <u>136 DIXON</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE <u>79907</u>	PHONE <u>562-4770</u>	REFERRED BY:	
	NAME <u>LIZBETH CONTRERAS</u>	ADDRESS <u>216 DE MANUEL</u>	CITY AND STATE <u>EL PASO TEXAS</u>	ZIP CODE <u>79907</u>	PHONE <u>562-6427</u>	<u>TEACHERS</u>	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	<u>YSCA HIGH SCHOOL</u>	9 <u>(10)</u> 11 12	10	<u>GRADUATING PENDING 1986</u>	<u>DRAFTING</u>	<u>X</u>
	JR. COLLEGE		1 2	10			
	COLLEGE		1 2 3 4	10			
	TRADE SCHOOL		1 2	10			
	HIGH SCHOOL GRADE AVERAGE <u>85</u>		COLLEGE GRADE AVERAGE	SPECIAL INTERESTS AND ABILITIES <u>DRAFTING ARCHITECTURAL SKETCHING</u>			
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC. <u>SCOUTS BOYS OF AMERICA</u>							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY ☒ NONE		DATE: LOCATION:	REASON FOR LEAVING	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	DATE AVAILABLE FOR WORK <u>ANY TIME</u>	ARE YOU WILLING TO WORK NIGHTS? ☐ YES ☒ NO	ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME <u>RENE VEGA</u>
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE(S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO				ADDRESS <u>121 CANDELARIA</u>
	ARE YOU WILLING TO TRAVEL? YES ☐ NO ☒ IF YES, PLEASE SPECIFY BELOW IN STATE ☐ OUT OF STATE ☐				CITY AND STATE <u>EL PASO TEXAS</u>
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO IF YES, EXPLAIN:				PHONE <u>794-8772</u> AREA CODE

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RESUME
OF
SYLVIA VILLANUEVA

PERSONAL DATA

Address: 222 Aspen
El Paso, TX 79915
Telephone: (915) 772-4073

Date of Birth: November 10, 1966
Place of Birth: El Paso, TX
SSN: 462-61-8253

OBJECTIVE

General Office Clerk: to be able to obtain the knowledge, training, experience, and an opportunity for advancement.

EDUCATION

Riverside High School	301 Midway, El Paso, TX	1981-Present
Ysleta Vocational High School	300 Vocational, El Paso, TX	1983-Present
Riverside Jr. High School	515 Vocational, El Paso, TX	1979-1981
Riverside Elementary School	7500 Alpha, El Paso, TX	1972-1979

SKILLS

Answering Telephone
Business English
Business Math
Filing
Payroll
Typing

10 Key Adding Machine
Dictaphone
Calculator
Electric Typewriter
Word Processor

ORGANIZATIONS and HONORS

Office Education Association (OEA)	1983-Present
OEA Area Conference, advancing to state (2nd place Job Manual)	1984
Honors Algebra I	1984
Honors World History	1984
Biology Honor Achievement Certificate	1983
Perfect Attendance Certificate	1980-1981
Band	1978-Present

REFERENCES (by permission)

Mrs. Sylvia Alvarez, VOE Coordinator
Ysleta Vocational High School
10833 Brownfield
El Paso, TX 79935
(915) 592-5010

Mr. Joseph E. Wax, History Teacher
Riverside High School
1413 Fir
El Paso, TX 79925
(915) 598-0203

Alicia Holguin
117 Juno
El Paso, TX 79907
(915) 859-5276

MILITARY

N/A	DATE EMPLOYEE MO. YEAR MO. YEAR	DATE EMPLOYEE MO. YEAR MO. YEAR	DATE OF DATE AT DISCHARGE	TYPE OF DISCHARGE	SELECTIVE SERVICE CLASSIFICATION	DATE OF BIRTH MO. YEAR DAY MONTH
MAJOR MILITARY ASSIGNMENT (TYPE OF DUTY)	N/A					

WORK HISTORY

NAME OF PRESENT OR LAST EMPLOYER	FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
None	PART TIME ☐		
STREET ADDRESS	DATE STARTED	SALARY	SUPERVISOR'S NAME
CITY STATE ZIP CODE	MO. YEAR		
NAME OF PREVIOUS EMPLOYER	FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS	PART TIME ☐		
CITY STATE ZIP CODE	DATE STARTED	SALARY	SUPERVISOR'S NAME
	MO. YEAR		
NAME OF PREVIOUS EMPLOYER	FULL TIME ☐	YOUR DUTIES	REASON FOR LEAVING
STREET ADDRESS	PART TIME ☐		
CITY STATE ZIP CODE	DATE STARTED	SALARY	SUPERVISOR'S NAME
	MO. YEAR		

APPLICANT COMMENTS Dependable, responsible, honest, hard working

AGREEMENT - I HEREBY AUTHORIZE YOU TO INVESTIGATE ALL STATEMENTS CONTAINED IN THIS APPLICATION. I CERTIFY THAT SUCH STATEMENTS ARE TRUE AND CORRECT. I STAND THAT ANY MISREPRESENTATION OR OMISSION OF FACTS WILL DISQUALIFY MY APPLICATION OR, IF HIRED, WILL BE CAUSE FOR DISMISSAL.

DATE April 30, 1984 SIGNATURE Sybil A. Williams

DO NOT WRITE BELOW THIS LINE

INTERVIEW DATE _____ INTERVIEWER _____ COMMENTS _____

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APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR: General Office Clerk

☐ FULL TIME

☒ PART TIME (HOURS AVAILABLE):

DATE: April 30, 1984

P.M.

PERSONAL	NAME: Villanueva Sylvia		SOCIAL SECURITY NUMBER: 462-61-8253		DATE OF BIRTH: 11/10/66		HEIGHT: 5'4"		
	ADDRESS: 222 Aspen		CITY: El Paso		STATE: Texas		ZIP CODE: 79915		
	MARRITAL STATUS: ☒ SINGLE ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ WIDOWED		BUYING ☐ LIVING WITH PARENTS ☒		RENTING ☐ LIVING WITH RELATIVES ☐		PHONE (HOME, LINE, AND A CODE): (915) 772-4073		
	SPOUSE'S NAME: _____		OCCUPATION: _____		SPOUSE'S PLACE OF EMPLOYMENT: _____		WHAT ARRANGEMENTS ARE PROVIDED FOR CHILD CARE? N/A		
	INDICATE MAJOR ILLNESS, NERVOUS DISORDER, OPERATIONS OR INJURY IN THE PAST THREE YEARS: N/A								
SCHOOL	REFERENCES: LIST THREE, OTHER THAN RELATIVES								
	NAME: Mrs. Sylvia Alvarez		ADDRESS: 10833 Brownfield		CITY AND STATE: El Paso, TX		ZIP CODE: 79935		
	NAME: Ms. Lupe Licerio		ADDRESS: 609 N. Carolina #21		CITY AND STATE: El Paso, TX		ZIP CODE: 79915		
	NAME: Mr. Joseph E. Wax		ADDRESS: 1413 Fir		CITY AND STATE: El Paso, TX		ZIP CODE: 79925		
	NAME: _____		ADDRESS: _____		CITY AND STATE: _____		ZIP CODE: _____		
NAME: _____		ADDRESS: _____		CITY AND STATE: _____		ZIP CODE: _____		MODELS OF TRANSPORTATION: Automobile	

SCHOOL	SCHOOL	NAME OF SCHOOL, CITY AND STATE	CIRCLE LAST YEAR COMPL.	LAST YEAR ATTENDED	DID YOU GRADUATE?	MAJOR STUDY	DEGREE RECEIVED
	HIGH SCHOOL	Riverside High School, El Paso, TX	9 10 11 12	83	Pending 85	General Studies	~~RECEIVED~~
	JR. COLLEGE	_____	1 2	83	_____	_____	_____
	COLLEGE	_____	1 2 3 4	83	_____	_____	_____
	TRADE SCHOOL	Ysleta Vocational High School, El Paso	1 2	83	Pending 85	Office Education	_____
HIGH SCHOOL GRADE AVERAGE: B		COLLEGE GRADE AVERAGE: _____		SPECIAL INTERESTS AND ABILITIES: Babysitting, play sports, hear music			
EXTRACURRICULAR ACTIVITIES, CLUBS, MEMBERSHIPS IN ORGANIZATIONS, HONORS, ETC.: Office Education Association (OEA), OEA Conference advanced to state (2nd place Job Manuel), Band member, Biology Honor Achievement Certificate, Honors World History, Honors Algebra I, Perfect Attendance Certificate							

MISCELLANEOUS	PREVIOUS EMPLOYMENT WITH THIS COMPANY: ☒ YES ☐ NO		DATE: _____ LOCATION: _____		REASON FOR LEAVING: N/A		PERSON TO BE CONTACTED IN CASE OF EMERGENCY	
	DATE AVAILABLE FOR WORK: June 1984		ARE YOU WILLING TO WORK NIGHTS? ☒ YES ☐ NO		ARE YOU WILLING TO WORK WEEKENDS? ☒ YES ☐ NO		NAME: Yolanda Agurrie	
	HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (IF YES, SPECIFY CHARGE (S), LOCATION(S), DATE(S), AND PENALTY) ☐ YES ☒ NO						ADDRESS: 243 Mecca	
	ARE YOU WILLING TO TRAVEL? ☐ YES ☒ NO						CITY AND STATE: El Paso, TX	
	HAVE YOU EVER MADE APPLICATION FOR A BOND WHICH WAS REFUSED? ☐ YES ☒ NO						PHONE: 859-2819 (915)	

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